

# **OCCUPATIONAL OUTLOOK**

for the Mother Lode Counties of

**Amador**

**Calaveras**

**Mariposa**

**Tuolumne**

**Mother Lode Consortium**

**1996 - 1998**

# **OCCUPATIONAL OUTLOOK** **and** **Training Directory**

**Mother Lode Consortium**  
**1996 - 1998**

**Amador**  
**Calaveras**  
**Mariposa**  
**Tuolumne**  
Counties

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A California Cooperative Occupational Information System (CCOIS) labor market information report of selected occupations sponsored by the Mother Lode Consortium Private Industry Council; the State of California Employment Development Department (EDD), Labor Market Information Division; and the California Occupational Information Coordinating Committee.



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To community members who attend our meetings and who provide valuable guidance and information as members of our Local CCOIS Advisory Committee

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All of us from Mother Lode Job Training hope you find this report useful.

Lynn Sholer  
CCOIS Program Coordinator

December 1998

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### ***The Mission of Mother Lode Job Training***

- *Provide quality employment training services to individuals*
- *Provide local employers with individuals who are ready for work or training*
- *Work in partnership with other community resources to build a quality workforce, and*
  - *Provide a work environment that enables staff to excel*

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# Introduction

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This report presents the 1996, 1997, and 1998 findings of the California Cooperative Occupational Information System. Mother Lode Job Training (MLJT) conducts this project in partnership with the State of California Employment Development Department. The survey area for this study covers Amador, Calaveras, Mariposa, and Tuolumne counties.

## PURPOSE

The goal of the CCOIS program is to help match employers' hiring needs with job seekers' skills. The purpose of this **Occupational Outlook Report** is to provide information for labor market decisions, including personnel management and career/vocational training program planning. Not all occupations included may be suitable for training at this time. The Supply/Demand statements should be weighed before training decisions are made. Also, omission of an occupation from this report does not imply that training for that occupation is not appropriate.

Labor market information is a guide when making labor market decisions, not the absolute answer. When making labor market decisions, users of labor market information should consider changes which occurred in the local economy after data collection. These changes might be new industries and businesses, plant closures, layoffs, recessions and other economic fluctuations.

## POSSIBLE USES FOR THIS REPORT

The occupational summaries presented are designed to be used for

Career Counseling	Career counselors and job seekers can use this local information regarding employer requirements and preferences when making occupational choices.
Placement and Job Development	Job counselors and job developers can use the supply/demand information to assist job seekers in making decisions about occupations appropriate for their skills, abilities, education and needs.
Vocational Program Planning	Local planners can use the supply/demand data, occupational size, and expected growth rate information for planning and developing training programs.
Curriculum Design	Training providers can use information about employers' requirements regarding the type of skills training they expect new employees to receive from vocational training programs.
Economic Development	Local governments and economic development agencies can use the supply/demand, occupational size, expected growth rates, and wage data information to determine Mother Lode counties' suitability for business growth and development.

# ***Introduction,*** *continued*

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## **Program Marketing**

Schools and other local training providers can market training programs more effectively by informing students, employers, and other members of the community that training programs are developed using reliable, locally-developed occupational data.

## **Wage Comparison**

Although it is not intended as an official wage survey, the wages presented in this report have been useful to employers in providing comparative information concerning local wage rates in particular occupations.

## **EMPLOYER NEEDS**

The LMI program meets employers' needs by ensuring that training providers keep abreast of local employers' hiring requirements. Also, if employers are to remain competitive, they must be aware of local wage and fringe benefit packages.

## **SELECTION OF OCCUPATIONS**

Local users of labor market information helped select the occupations for survey at Mother Lode Job Training's annual community meeting. Among the participants were teachers, counselors, and administrators from Columbia College and high school vocational programs, Regional Occupational Programs, Department of Social Services Welfare to Work program, economic development companies, employment and training, Employment Development Department, and employers. The final selection was made by the CCOIS Program Coordinator, based on CCOIS program criteria and recommendations from the attendees at the CCOIS annual community meeting.

## **LIST OF OCCUPATIONS**

The following pages list the occupations studied this year, and all the occupations studied from 1990 through 1998.



# ***Introduction, continued***

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## ***1998 Occupations Surveyed***

Amusement and Recreation Attendants

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Bartenders

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Child Care Workers

Dental Assistants

Firefighters

First Line Supervisors and Manager/Supervisors-Sales and Related Occupations

First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations

General Managers and Top Executives

Hotel Desk Clerks

Instructional Aides

Laborers, Landscaping and Groundskeeping

Nurse Aides

Painters, Paperhangers - Construction and Maintenance

Receptionists and Information Clerks

Teachers, Preschool

Truck Drivers, Light - Include Delivery and Route Workers

Waiters and Waitresses

Welders and Cutters

# ***Introduction,** continued*

## **SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-1998**

Accountants and Auditors. 1996  
Amusement and Recreation Attendants. 1992. 1998  
Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision. 1998  
Automotive Body. Related Repairers. 1992  
Automotive Mechanics. 1990, 1993, 1997  
Bartenders. 1993. 1998  
Bookkeeping. Accounting and Auditing Clerks, including Bookkeepers. 1990. 1993, 1998  
Bus Drivers. School. 1991  
Butchers and Meat Cutters. 1991  
Cabinet Makers and Bench Carpenters. 1991  
Carpenters. 1990. 1995  
Carnet Installers. 1993  
Cashiers. 1990. 1996  
Child Care Workers. 1991 ( Limited Survey). 1995, 1998  
Computer Aided Design (CAD) Technicians. 1995  
Computer and Software Support Technicians. 1995  
Computer Programmers. 1994  
Concrete and Terrazzo Finishers. 1993  
Cooks - Institution or Cafeteria. 1996  
Cooks - Short Order. 1997  
Cooks - Restaurant. 1990. 1994  
Correction Officers and Jailers. 1991, 1996  
Counter and Rental Clerks. 1994  
Data Processing Equipment Repairers. 1994  
Dental Assistants. 1991. 1995, 1998  
Dental Hygienists. 1992  
Dieticians and Nutritionists. 1997  
Dispatchers - Police, Fire, and Ambulance. 1997  
Drafters. 1991  
Driveway Installers. 1993  
Electrical and Electronic Engineers. 1995  
Electrical and Electronic Engineering Technicians. 1993  
Electricians. 1992  
Electrical and Electronic Assemblers. 1991, 1996  
Emergency Medical Technicians - I. 1997  
Emergency Medical Technicians - Paramedic. 1997  
Financial Managers. 1996  
Firefighters. 1990 ( Limited Survey). 1998  
First Line Supervisors and Manager/Supervisors-Sales and Related Occupations. 1998  
First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations. 1998  
Food Preparation Workers. 1990, 1996  
Food Service Managers. 1993  
Food Service and Lodging Managers. 1990  
Forest and Conservation Workers. 1993  
Gardeners. Groundskeepers. 1991. 1995. 1998 (see Laborers. Landscaping and Groundskeeping)  
General Managers and Top Executives. 1992, 1998  
General Office Clerks. 1991, 1996  
Glaziers. 1993  
Guards and Watch Guards. 1992. 1997  
Hairdressers. Hairstylists, and Cosmetologists. 1992  
Heating, Air Conditioning and Refrigeration Mechanics and Installers. 1992, 1995  
Home Health Care Workers. 1990, 1995  
Hotel Desk Clerks. 1992, 1998  
Human Service Workers. 1994  
Industrial Truck and Tractor Operators. 1996  
Instructional Aides. 1995, 1998  
Insurance Policy Processing Clerks. 1991, 1997  
Janitors and Cleaners, except Maids and Housekeeping Cleaners. 1990, 1996  
Laborers, Landscaping and Groundskeeping. 1998  
LAN/WAN(Local/Wide Area) Network Managers. 1996  
Legal Secretaries. 1991  
Licensed Vocational Nurses. 1990, 1994  
Loan and Credit Clerks. 1991, 1997  
Lodging Managers. 1996  
Machine Tool Cutting Operators and Tenders - Metals and Plastic. 1992  
Machinists. 1996  
Maids and Housekeeping Cleaners. 1996  
Maintenance Repairers - General Utility. 1990, 1996  
Medical and Clinical Lab Technicians. 1992 (Limited Survey)  
Medical Assistants. 1991, 1995  
Medical Machine Transcribers. 1993  
Medical Record Technicians. 1992  
Mobile Heavy Equipment Mechanics - except Engines. 1990  
Nurse Aides. 1994, 1998  
Nurse Aides, Orderlies, and Attendants. 1990  
Nursery Workers. 1997  
Operating Engineers. 1990, 1996  
Opticians, Dispensing and Measuring. 1994  
Painters, Paperhangers, Construction and Maintenance. 1991, 1998  
Paralegal Personnel. 1995  
Paving, Surfacing, and Tamping Equipment Operators. 1993  
Payroll, Timekeeping Clerks. 1992  
Personnel, Training and Labor Relations Managers. 1995  
Pest Controllers and Assistants. 1993, 1997  
Pharmacists. 1992  
Pharmacy Technicians. 1995  
Phlebotomist. 1994  
Physical Therapists. 1992 (Limited Survey)  
Physical Therapy Aides. 1995  
Physical Therapy Assistants. 1995  
Plumbers, Pipefitters, and Steamfitters. 1990  
Police Patrol Officers. 1994  
Radio and Television Broadcasting. 1991  
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Receptionist and Information Clerks. 1994, 1998  
Refuse Collectors. 1993  
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# ***Introduction,*** *continued*

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## **SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-1998 (continued)**

Respiratory Care Practitioners, 1992  
Roofers, 1993  
Sales Agents, Real Estate, 1991  
Salespersons-Retail (Exc Vehicle), 1990, 1994, 1997  
Secretaries, General, 1990, 1996  
Secretaries, Medical, 1991, 1997  
Septic Tank Servicers and Sewer Pipe Servicers, 1995  
Sheet Metal Workers, 1996  
Sheriffs and Sheriff Deputies, 1991, 1994  
Small Manufacturing Businesses, 1990  
Social Workers, 1991  
Stock Clerks, Sales Floor, 1992  
Supervisors, Sales, 1992  
Supervisors/Managers, Production, 1994  
Surgical Technicians, 1993, 1997  
Surveying and Mapping Technicians and Technologists, 1993  
Teacher Aides, Paraprofessional, 1990  
Teachers - Elementary, 1992, 1997  
Teachers, Preschool, 1993, 1998  
Teachers - Secondary, 1992, 1997  
Telephone and Cable TV Line Installers and Repairers, 1996  
Tellers, 1990  
Title Searchers, 1992  
Traffic, Shipping, and Receiving Clerks, 1992  
Travel Agents, 1992  
Tree Trimmers, 1997  
Truck Drivers, Heavy, 1991, 1993, 1996  
Truck Drivers, Light, include Delivery and Route Workers, 1990, 1995, 1998  
Urban and Regional Planners, 1994  
Veterinary Assistants, 1993, 1997  
Veterinary Technicians and Technologists, 1993, 1997  
Vocational and Educational Counselors, 1996  
Waiters and Waitresses, 1990, 1998  
Water Treatment Plant Operators, 1994  
Welders and Cutters, 1994, 1998  
Welfare Eligibility Workers and Interviewers, 1991, 1997  
Wine Fermenters, 1995

# ***Survey Methods***

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## **OCCUPATION SELECTION**

To select the occupations, the local Program Coordinator

1. Reviews the occupational projection tables prepared by EDD. The tables show past, present, and future employment projections in each county by occupation. They also project the job growth rate.
2. Develops a preliminary list of occupations suitable for study. The jobs may show a strong projected growth rate, are expected to have sizeable replacement needs, or are requested locally.
3. Ensures that each occupation selected meets the program criteria and the Mother Lode Consortium Private Industry Council (PIC) Board standards. The occupations should
  - o Have a substantial employment base in the survey area
  - o Have a substantial number of projected job openings
  - o Have a potential salary of \$7 or more
  - o Meet a local need
4. Invites local users of labor market information to a community meeting. Participants learn about the CCOIS Program and give input on occupation selections. They may add some titles and drop others.
5. Uses information gathered at the meeting and from local advisory committee members to choose a final set of occupations. EDD approves the list consisting of approximately twenty occupations for survey.
6. Defines each occupation using the Occupational Employment Statistics (OES) title and code number. If a selected occupation does not have an OES code number, an appropriate, modified DOT number is used.

## **DEFINITION OF OCCUPATION**

An occupational definition describes the activities and functions of a worker. The CCOIS program uses the Occupational Employment Statistics (OES) classification. The U.S. Department of Labor, Bureau of Labor Statistics (BLS), developed this system and uses it nationwide to study industry staffing patterns.

# ***Survey Methods,*** *continued*

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## **EMPLOYER SAMPLE**

After the occupations are selected, EDD develops a list of employers by occupation and industry.

An industry is a title for a group of firms that produces similar goods and services. Industries are classified by the Standard Industrial Classification (SIC). An industry title represents the economic activity of a firm. There are eleven major industry groups in the SIC: agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; services; public administration; and non-classifiable establishments. Every firm in the state is classified in one or more of these categories by the products or services they produce.

To prepare a representative employer sample, EDD uses detailed data bases on employers and their occupational staffing within industries.

Local CCOIS staff review the sample prepared by EDD and, when appropriate, add or delete local firms' names to obtain a sample of suitable employers for each occupation. Staff obtain appropriate firm names from the "Confidential Listing of the Universe of Employers (CLUE)," created by CCOIS; from the Yellow Pages; and from other local employers. Employers' names, addresses, telephone numbers, contact person, SIC code, account number, and the number of employees in the firm are added to the EDD sample.

## **QUESTIONNAIRE DEVELOPMENT**

A basic questionnaire prepared by EDD's Labor Market Information Division in Sacramento is used for all occupations.

## **SURVEY PROCEDURES**

To collect the information from employers and others, the local LMI staff used the following procedures:

1. The Program Coordinator chose a mail survey as an initial step of data collection. An employer who did not respond to the first questionnaire received a second one after ten working days. After a second deadline date, staff called the employer for the information if the questionnaire was needed to reach the response goal.
2. Prior to the first mailing, staff called each employer on EDD's list to verify if they hired in that occupation. They checked the company's name, address, telephone number; and obtained the name of an appropriate contact person. Staff encouraged employers to participate in the program. Employers were eliminated from the list if they did not employ in the occupation.
3. The survey was started the second week of May, 1998, and completed the fourth week of August, 1998.

# ***Survey Methods, continued***

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4. Staff reviewed the returned questionnaires for accuracy and completeness. If the answers were unclear or conflicted with other information, staff called the contact persons to get correct information.
5. If a sufficient number of responses (approximately 50 percent) could not be obtained, other employers were contacted.
6. If additional information about an occupation was needed, staff interviewed employers and persons from training schools and the community college.

## **TABULATION AND RESULTS**

Local CCOIS staff entered survey responses (including responses to open-ended questions) into a database and tabulations were produced. From the tabulations, the Program Coordinator analyzed and prepared the final occupational summaries. EDD's Site Analyst reviewed and approved the final report. Each occupational summary provides information on training and hiring requirements, size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information.

Responses to open-ended questions were included in the summaries unless otherwise noted in the "Guide to Occupational Summaries" section.

The number of responses to those questions that were optional for employers to answer are shown after the section sub-heading. For example, "Out of 22 firms, 20 answered this question." If this statement is not shown after a sub-heading, the question was mandatory to answer; therefore, all employers responded.

Specific employer information is and will remain confidential.

# ***Guide to Occupational Summaries***

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Following are key terms and descriptions of each section of the Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) participating in the CCOIS program, lending consistency to area comparisons.

## **DESCRIPTION OF OCCUPATION**

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U. S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

## **EDUCATION, TRAINING, AND EXPERIENCE**

**Education of recent hires** indicates the level of formal education that most of the recently hired employees in the occupation have. Employers were asked to check one level of education only from the choices: less than high school, high school or equivalent, some college but no degree, Associate (2 year) degree, Bachelor (4 year) degree, or graduate study. All categories are included in the occupational summaries showing the percentage of responses.

**Training** shows the percentage of responding employers who stated they never, sometimes, usually, or always accept training as a substitute for experience. Employers were also asked to describe what and how much training is needed. The type of training required is listed when 20% or more of responding employers indicated they require the same training.

**Previous work experience** shows the percentage of responding employers who stated they never, sometimes, usually, or always require previous work experience. It also shows the range of the amount of experience required. Because few employers state the type of experience required, this data is not included in the report.

**Positions requiring licensing or certification** are shown in each summary when applicable. Licensing and certification information was taken from the **California License Handbook, Fifth Edition, 1997**, co-sponsored by the State of California, Governor Pete Wilson, California Trade & Commerce Agency, EDD, and the Department of Consumer Affairs. Licensing or certification required by employers is listed when 20% or more of responding employers indicated they require the same licensing or certification.

## **EMPLOYMENT TRENDS AND SIZE OF OCCUPATION**

This section shows whether responding employers expect the occupation's employment to decline, remain stable, or grow over the next three years. Percentages of each category's responses are shown in each occupational summary. The number of people hired with reasons for employment and the turnover rate during the last 12 months are also shown in each summary. Turnover is the number of employees leaving over the last 12 months divided by the number of jobs represented by the employers responding to the survey.

**Size and growth rate** of an occupation are taken from data prepared by EDD. Occupation data for the 1996 and 1997 reports were from Table 6. of the "Occupational Employment Projections, 1993-2000, Mother Lode Consortium." pages E-4 through E-12. of the **Projections and Planning Information, Tuolumne County**, published by State of California/Employment Development Department/Labor Market Information Division in the Spring of 1996. Occupation data for the 1998 report were from Table 6. of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium." pages D-4 through D-13. of the **Projections and Planning Information, Tuolumne County**, published by State of California/Employment Development Department/Labor Market Information Division in June 1998. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small**, **medium**, **large**, and **very large** used to describe the size refer to the estimated number of workers in the survey area.

# ***Guide to Summaries,*** *continued*

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Occupational size in the Mother Lode Consortium is measured using the following scale:

	1998	1997	1996
<b>Small</b>	Less than 56	Less than 54	Less than 52
<b>Medium</b>	56 to 112	54 to 108	53 to 105
<b>Large</b>	113 to 243	109 to 235	106 to 227
<b>Very large</b>	244 and above	236 and above	228 and above

**Growth rate** describes the expected growth for the 1996, 1997, and 1998 occupational summaries' outlook period. One of several standard terms is used as follows:

<b>Much faster than average</b>	= 1.50 times average or more
<b>Faster than average</b>	= 1.10 to but not including 1.50 times average
<b>Average</b>	= .90 to but not including 1.10 times average
<b>Slower than average</b>	= Less than .90 times average
<b>No significant change, or remain stable</b>	
<b>Slow decline</b>	

## **SUPPLY AND DEMAND ASSESSMENT**

The terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

<b>Very difficult</b>	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
<b>Somewhat difficult</b>	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
<b>A little difficult</b>	Worker supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
<b>Not difficult</b>	Worker supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for experienced and inexperienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.



# **Guide to Summaries,** *continued*

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## **IMPORTANT QUALIFICATIONS/SKILLS FOR JOB ENTRY**

This section lists skills desired for each occupation. The data is taken from three sources. The primary source is LMID's skills database. The skills in the database are categorized as **technical**, **physical**, **personal**, and **basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report. The second source is employers' responses to the question, "What type of **computer software skills**, if any, do you seek in applicants for this occupation?" When 20% or more of responding employers reported the same responses to this question they were grouped and included with LMID's skills and LMID's four database categories by the Program Coordinator (based on professional knowledge). The third source is employers' responses to the question, "Over the next three years, what **new skills** are needed to perform the functions of this occupation?" All responding employers' responses to this question were listed.

## **HOURLY WAGES**

Wage information is obtained from employers' responses. Extreme wage responses, not representative of most employers, are omitted. Results are reported for three levels of experience defined as follows:

### **New Hires, No Experience**

Wage paid to persons trained but without paid experience in the occupation.

### **New Hires, Experienced**

Wage paid to journey-level or experienced persons just starting at the firm.

### **Experienced, 3 Years With Firm**

Wages generally paid to persons with more than three years' journey-level experience at the firm

Non-union wages are reported to the nearest cent for the median wage, but are rounded to the nearest quarter for the wage range. Union wages are reported to the nearest cent for both the median wage and the wage range. For 1998, the percentage of union employment was based on the number of responding employers. For 1996 and 1997, the percentage of union employment was based on the number of employees represented.

## **BENEFITS OFFERED**

All categories are included in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries.

## **HOURS and GENDER**

The average weekly hours shown are "weighted averages" by the number of employees. Gender information is taken from survey responses.

## **RECRUITMENT METHODS**

Data is obtained from employer surveys and presented by percentage of responding employers for each recruitment method. All responses are reported including the "other" category.

## **WHERE THE JOBS ARE**

This section lists the industries represented by the employers who responded to the survey. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

# ***Guide to Summaries, continued***

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## **PROMOTIONAL OPPORTUNITIES**

Data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

## **RELATED DICTIONARY OF OCCUPATIONAL TITLES and CODES**

DOTs listed are not taken from survey responses. Because the DOT uses a more detailed classification system than the OES, each OES-defined occupation can be matched to several related DOT-defined occupations. The DOT related occupation titles and codes are taken from the "OES to DOT Conversion" section of the **CCOIS Technical Guide Supplement** published by the State of California Employment Development Department. Only some of the more sizeable DOT-related occupations are listed for each surveyed occupation. The codes were selected based on the professional knowledge of the Program Coordinator.

## **ADDITIONAL INFORMATION**

The references listed in the report are as follows:

**Occupational Outlook Handbook (OOH)** 1996-97 Edition. JIST WORKS. INC., a reprint of the U. S. Department of Labor's Occupational Outlook Handbook, 1996-97 Edition.

**California Occupational Guide (COG) Bulletin**, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through the LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

## **KEY TERMS**

When reference is made to "**all, almost all, most, many, some, or few**" of the survey respondents, the following guidelines apply:

### ***1997 and 1998 Occupational Summaries***

**All**—100%

**Almost All** employers—80% up to but not including 100%

**Most** employers—60% up to but not including 80%

**Many** employers—40% up to but not including 60%

**Some** employers—20% up to but not including 40%

**Few** employers—less than 20%

### ***1996 Occupational Summaries***

**Almost All** employers—more than 75%

**Most** employers—51% up and including 75%

**Many** employers—35% and including 50%

**Some** employers—10% but not including 35%

**Few** employers—less than 10%

# ***Quick Reference***

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This section provides a summary of all the occupations surveyed from 1990 through 1998. It includes the year the occupation was studied, the size and growth trends projected by EDD, the hourly wages for the year surveyed, and the degree of competitiveness for the occupation according to employers' responses.

**Very competitive** or **competitive** means employers have no or little difficulty finding qualified applicants when an opening occurs.

**Good** means employers may have some difficulty.

**Very good** means employers may have great difficulty finding qualified applicants when openings exist.

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>ACCOUNTANTS AND AUDITORS (1996)</b> Size of Occupation: Large (190 to 225 by 2000) Growth Rate: Average	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$6.00-17.00	\$11.81	Competitive
	New Hires, Experienced	\$8.00-25.00	\$13.28	Competitive
	Experienced, 3 Years With Firm	\$11.00-29.00	\$15.77	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.48-\$5.48	\$5.48	
	New Hires, Experienced	\$5.48-13.56	\$9.52	
	Experienced, 3 Years With Firm	\$10.22-15.70	\$12.96	
<b>AMUSEMENT &amp; RECREATION ATTENDANTS (1992)</b> Size of Occupation: Very large (211 and above by 1996) Growth Rate: Average	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$4.25-7.00	\$4.75	Very competitive
	New Hires, Experienced	\$4.25-8.58	\$5.38	Competitive
	Experienced, 3 Years With Firm	\$4.25-11.28	\$7.00	
<b>AMUSEMENT &amp; RECREATION ATTENDANTS (1998)</b> Size of Occupation: Very large (290 to 380) Growth Rate: Much faster than average	New Hires, No Experience	\$5.75-11.50	\$5.75	Competitive
	New Hires, Experienced	\$5.75-12.25	\$6.00	Competitive
	Experienced, 3 Years With Firm	\$6.50-14.25	\$8.00	
<b>ASSEMBLERS &amp; FABRICATORS - EXC MACHINE, ELEC, ELEC, &amp; PREC (1998)</b> Size of Occupation: Large (160 to 200) Growth Rate: Much faster than average	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$5.50-8.00	\$6.00	Competitive
	New Hires, Experienced	\$5.75-15.00	\$7.00	Good
	Experienced, 3 Years With Firm	\$6.75-18.00	\$9.50	
<b>AUTOMOTIVE BODY REPAIRERS &amp; RELATED REPAIRERS (1992)</b> Size of Occupation: Small to Medium (40 to 50 by 1996) Growth Rate: Average	New Hires, No Experience	\$4.25-10.00	\$5.25	Competitive
	New Hires, Experienced	\$6.00-16.00	\$10.50	Good
	Experienced, 3 Years With Firm	\$9.80-17.33	\$13.50	
<b>AUTOMOTIVE MECHANICS ( 1990)</b> Size of Occupation: Very large (210 to 260 by 1996) Growth Rate: Average	New Hires, No Experience	\$5.00-10.00	\$6.00	Good
	New Hires, Experienced	\$8.00-13.00	\$9.50	Very good
	Experienced, 3 Years With Firm	\$10.00-15.00	\$12.00	
<b>AUTOMOTIVE MECHANICS (1993)</b> Size of Occupation: Very large (210 to 260 by 1996) Growth Rate: Average	New Hires, No Experience	\$4.25-10.00	\$6.50	Very good
	New Hires, Experienced	\$4.25-13.00	\$9.00	Very good
	Experienced, 3 Years With Firm	\$7.75-15.50	\$12.50	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>AUTOMOTIVE MECHANICS (1997)</b> Size of Occupation: Very large (211 to 255 by 2000) Growth Rate: Faster than average	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm <u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$5.00-25.00 \$8.50-25.00 \$11.14-11.14 \$11.51-13.39 \$12.89-14.44	\$6.63 \$10.00 \$12.00 \$11.14 \$11.70 \$13.32	Good Good  Good Good
<b>BARTENDERS (1993)</b> Size of Occupation: Very large (220 to 280 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	N/A \$4.98-4.98 \$8.44-8.44 \$4.25-7.80 \$4.50-7.80 \$5.00-8.50	N/A \$4.98 \$8.44 \$5.00 \$5.75 \$7.00	Good Good  Good Good
<b>BARTENDERS (1998)</b> Size of Occupation: Large (230 to 240) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-7.00 \$5.75-8.00 \$5.75-9.00	\$6.00 \$6.25 \$7.00	Competitive Competitive
<b>BOOKKEEPING, ACCOUNTING/AUDITING CLERKS, incl. Bookkeepers (1990)</b> Size of Occupation: Very large (840 to 900 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$4.25-8.50 \$7.00-10.00	\$5.90 \$6.75 \$8.40	Competitive Good
<b>BOOKKEEPING, ACCOUNTING/AUDITING CLERKS, incl. Bookkeepers (1993)</b> Size of Occupation: Very large (840 to 900 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-7.75 \$5.00-9.00 \$6.50-11.00	\$6.00 \$7.00 \$9.25	Good Competitive
<b>BOOKKEEPING, ACCOUNTING/AUDITING CLERKS, incl. Bookkeepers (1998)</b> Size of Occupation: Very large (850 to 860) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-10.50 \$6.00-13.75 \$6.00-15.25	\$7.00 \$9.00 \$11.07	Competitive Competitive

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>BUS DRIVERS, SCHOOL (1991)</b> Size of Occupation: Large (100 to 160 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$8.29-12.50 \$8.71-13.50 \$9.61-15.00	\$9.50 \$9.42 \$10.69	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$8.50-9.11 \$8.00-9.11 \$9.60-12.08	\$8.50 \$8.50 \$11.20	Competitive Good
<b>BUTCHERS &amp; MEAT CUTTERS (1991)</b> Size of Occupation: Large (130 to 160 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.59-8.00 \$5.59-10.00 \$9.50-14.00	\$5.89 \$7.13 \$14.00	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$6.00-12.00 \$8.50-15.00	\$5.00 \$8.00 \$11.00	Competitive Good
<b>CABINET MAKERS, BENCH CARPENTERS (1991)</b> Size of Occupation: Medium (70 to 80 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-9.00 \$4.50-11.00 \$8.00-15.00	\$5.00 \$7.50 \$10.00	Competitive Good
<b>CARPENTERS (1990)</b> Size of Occupation: Very large (390 to 500 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$7.50-15.00 \$10.00-16.50	\$7.00 \$10.00 \$15.00	Competitive Good
<b>CARPENTERS (1995)</b> Size of Occupation: Very large (265 - 290 by 1998) Growth Rate: Slower than average (but high turnover) (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$6.00-30.50 \$8.00-30.50 \$12.00-30.50	\$8.00 \$12.00 \$15.00	Good Good
<b>CARPET INSTALLERS (1993)</b> Size of Occupation: Small (23 to 40 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.50-6.00 \$7.00-20.00 \$11.00-24.00	\$5.75 \$9.00 \$13.25	Good Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>CASHIERS (1990)</b> Size of Occupation: Very large (1030 to 1310 by 1996) Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$4.25-7.43 \$5.59-7.63 \$7.63-13.98	\$5.59 \$6.54 \$9.15	Good Good Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-5.50 \$4.50-8.00 \$5.00-10.00	\$4.50 \$5.00 \$7.75	Good Good Good
<b>CASHIERS (1996)</b> Size of Occupation: Very Large (1040 to 1305 by 2000) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-8.00 \$4.25-9.00 \$6.00-12.00	\$4.50 \$5.00 \$6.88	Good Good Good
<b>CHILD CARE WORKERS (1991)</b> Size of Occupation: Medium (60 to 90 by 1996) Growth Rate: Much faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-10.00 \$4.75-10.00 \$5.00-10.00	\$4.40 \$6.00 \$7.00	Competitive Very Good Very Good
<b>CHILD CARE WORKERS (1995)</b> Size of Occupation: Medium (60 - 95 by 1998) Growth Rate: Faster than average (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-7.00 \$6.00-8.00 \$6.25-9.25	\$6.00 \$6.66 \$7.90	Good Good Good
<b>CHILD CARE WORKERS (1998)</b> Size of Occupation: Medium (100 to 100) Growth Rate: Remain stable	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-11.00 \$5.75-11.75 \$6.00-12.75	\$6.50 \$7.00 \$8.75	Good Good Good
<b>COMPUTER AIDED DESIGN (CAD) TECHNICIANS (1995)</b> Size of Occupation: Medium (65 - 70 by 1998) Growth Rate: Slower than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$10.54-11.00 \$11.00-12.11 \$12.73-14.02	\$10.77 \$11.56 \$13.38	Competitive Good Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-12.00 \$7.50-18.25 \$10.00-24.00	\$8.50 \$9.00 \$14.00	Competitive Good Good

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>COMPUTER &amp; SOFTWARE SUPPORT TECHNICIANS (1995)</b> Size of Occupation: Small Growth Rate: Remain stable (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-6.00 \$8.00-19.25 \$12.00-23.50	\$5.50 \$13.42 \$16.25	Good Very good
<b>COMPUTER PROGRAMMERS, Including Aides (1994)</b> Size of Occupation: Small (45 to 50 by 1998) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$10.54-18.00 \$15.43-18.00 \$17.86-19.75 \$7.20-7.20 \$9.20-18.00 \$13.00-20.20	\$13.34 \$16.27 \$17.97 \$7.20 \$9.25 \$20.20	Very Competitive Good  Very competitive Good
<b>CONCRETE &amp; TERRAZZO FINISHERS (1993)</b> Size of Occupation: Medium (72 to 91 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-6.00 \$8.00-15.00 \$10.00-19.00	\$5.50 \$10.00 \$12.00	Good Good
<b>COOKS, INSTITUTION OR CAFETERIA (1996)</b> Size of Occupation: Large (200 to 225 by 2000) Growth Rate: Slower than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-11.00 \$6.00-14.01 \$7.20-17.34 \$5.25-9.50 \$6.50-10.00 \$7.00-11.25	\$8.62 \$9.58 \$10.72 \$6.50 \$7.50 \$8.50	Competitive Good  Competitive Good
<b>COOKS, RESTAURANT (1990)</b> Size of Occupation: Very large (320 to 420 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-6.50 \$4.25-8.00 \$6.50-12.00	\$5.00 \$6.00 \$7.50	Good Good



# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>COOKS, RESTAURANT (1994)</b> Size of Occupation: Very large (320 to 365 by 1998) Growth Rate: Much faster than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$6.61-6.61	\$6.61	Competitive
	New Hires, Experience	\$6.61-6.61	\$6.61	Good
	Experienced, 3 Years With Firm	\$11.45-11.45	\$11.45	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.25-7.00	\$5.00	Competitive
	New Hires, Experienced	\$5.00-9.00	\$6.00	Good
<b>COOKS - SHORT ORDER (1997)</b> Size of Occupation: Large (106 to 136 by 2000) Growth Rate: Much faster than average	Experienced, 3 Years With Firm	\$6.00-12.00	\$8.00	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.00-8.00	\$6.00	Good
	New Hires, Experience	\$5.00-9.00	\$7.00	Good
	Experienced, 3 Years With Firm	\$7.00-12.00	\$10.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.82-5.82	\$5.82	Good
<b>CORRECTION OFFICERS, JAILERS (1991)</b> Size of Occupation: Very large (1000 to 1450 by 1996) Growth Rate: No significant change	New Hires, Experienced	\$5.82-5.82	\$5.82	Good
	Experienced, 3 Years With Firm	\$9.60-9.60	\$9.60	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$9.53-14.42	\$10.88	Competitive
	New Hires, Experience	\$9.53-14.42	\$10.88	Competitive
	Experienced, 3 Years With Firm	\$11.59-18.92	\$18.02	
	<u><b>NON-UNION</b></u>			
<b>CORRECTIONAL OFFICERS, JAILERS (1996)</b> Size of Occupation: Very large (1025 to 1400 by 2000) Growth Rate: Much faster than average	New Hires, No Experience	\$9.76-9.76	\$9.76	Competitive
	New Hires, Experienced	\$9.76-9.76	\$9.76	Competitive
	Experienced, 3 Years With Firm	\$10.76-10.76	\$10.76	
	<u><b>UNION/NON-UNION</b></u>			
	New Hires, No Experience	\$10.00-13.50	\$11.56	Competitive
	New Hires, Experience	\$10.00-15.75	\$13.58	Competitive
	Experienced, 3 Years With Firm	\$12.00-22.25	\$18.21	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>COUNTER &amp; RENTAL CLERKS (1994)</b> Size of Occupation: Medium (75 to 95 by 1998) Growth Rate: Much faster than average	New Hires, No Experience	\$4.50-7.00	\$5.00	Competitive
	New Hires, Experienced	\$4.50-8.00	\$5.00	Competitive
	Experienced, 3 Years With Firm	\$5.50-11.50	\$7.00	
<b>DATA PROCESSING EQUIPMENT REPAIRERS (1994)</b> Size of Occupation: Information not available Growth Rate: Information not available	<u><b>UNION</b></u>			
	New Hires, No Experience	\$10.30-20.00	\$14.50	Good
	New Hires, Experience	\$10.30-20.00	\$15.15	Good
	Experienced, 3 Years With Firm	\$13.50-24.30	\$17.30	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$6.00-9.65	\$7.83	Good
	New Hires, Experienced	\$9.00-11.55	\$10.28	Good
	Experienced, 3 Years With Firm	\$11.00-14.45	\$12.73	
<b>DENTAL ASSISTANTS (1991)</b> Size of Occupation: Large (70 to 100 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$4.25-8.50	\$6.50	Competitive
	New Hires, Experienced	\$4.25-9.00	\$8.06	Good
	Experienced, 3 Years With Firm	\$7.00-13.00	\$10.00	
<b>DENTAL ASSISTANTS (1995)</b> Size of Occupation: Medium (75 - 85 by 1998) Growth Rate: Faster than average	New Hires, No Experience	\$5.50-10.00	\$7.50	Good
	New Hires, Experienced	\$6.50-10.50	\$9.00	Competitive
	Experienced, 3 Years With Firm	\$8.50-14.00	\$10.75	
<b>DENTAL ASSISTANTS (1998)</b> Size of Occupation: Medium (90 to 110 by 2002) Growth Rate: Much faster than average	New Hires, No Experience	\$6.00-10.00	\$7.00	Good
	New Hires, Experienced	\$7.00-13.00	\$10.00	Good
	Experienced, 3 Years With Firm	\$9.25-17.00	\$12.00	
<b>DENTAL HYGIENISTS (1992)</b> Size of Occupation: Small to Medium (40 to 60 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$20.00-33.00	\$25.63	Good
	New Hires, Experienced	\$22.00-35.00	\$26.88	Very Good
	Experienced, 3 Years With Firm	\$22.50-45.50	\$30.00	
<b>DIETICIANS AND NUTRITIONISTS (1997)</b> Size of Occupation: Small (5 to 5 by 2000) Growth Rate: No significant change	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$12.00-30.73	\$14.78	Good
	New Hires, Experience	\$9.23-30.73	\$16.19	Good
	Experienced, 3 Years With Firm	\$10.38-37.14	\$17.41	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>DISPATCHERS - POLICE, FIRE AND AMBULANCE (1997)</b> Size of Occupation: Small (29 to 33 by 2000) Growth Rate: Slower than Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$8.30-11.76 \$9.00-11.76 \$12.68-14.41	\$9.71 \$10.73 \$13.18	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-10.51 \$6.50-10.51 \$8.30-12.20	\$8.26 \$8.51 \$10.25	Competitive Good
<b>DRAFTERS (1991)</b> Size of Occupation: Small (49 or less by 1996) Growth Rate: No significant change	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$7.00-10.00 \$8.00-20.00	\$6.75 \$6.75 \$11.25	Competitive Very Good
<b>DRYWALL INSTALLERS (1993)</b> Size of Occupation: Medium (52 to 65 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-7.00 \$7.00-15.00 \$13.00-20.00	\$6.00 \$12.00 \$15.00	Competitive Good
<b>ELECTRICAL &amp; ELECTRONIC ASSEMBLERS (1991)</b> Size of Occupation: Large (100 to 210 by 1996) Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-4.50 \$4.50-8.00 \$5.00-12.00	\$4.25 \$5.00 \$6.38	Competitive Good
<b>ELECTRICAL &amp; ELECTRONIC ASSEMBLERS (1996)</b> Size of Occupation: Large (106 to 227) Growth Rate: Much faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$4.25-7.00 \$5.50-10.00	\$5.25 \$5.75 \$7.50	Competitive Good
<b>ELECTRICAL &amp; ELECTRONIC ENGINEERS (1995)</b> Size of Occupation: Medium (50 - 65 by 1998) Growth Rate: Much faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-10.00 \$7.00-26.50 \$8.50-38.00	\$9.00 \$12.00 \$15.00	Good Good
<b>ELECTRICAL &amp; ELECTRONIC ENGINEERING TECHNICIANS (1993)</b> Size of Occupation: Medium (40 to 60 by 1996) Growth Rate: Much faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-8.00 \$6.00-14.50 \$8.00-16.00	\$6.50 \$9.25 \$12.00	Good Good

## MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>ELECTRICIANS (1992)</b> Size of Occupation: Medium to large (90 to 110 by 1996) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$8.50-13.62	\$11.06	Very competitive
	New Hires, Experience	\$8.00*-15.92	\$11.06	Good
	Experienced, 3 Years With Firm	\$12.00-18.43	\$13.19	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.00-12.50	\$9.00	Very competitive
	New Hires, Experienced	\$8.00-13.81	\$12.25	Good
<b>EMERGENCY MEDICAL TECHNICIANS - I (1997)</b> Size of Occupation: Small (17 to 22 by 2000) Growth Rate: Much Faster than average	Experienced, 3 Years With Firm	\$13.81-25.00	\$15.00	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.25-5.34	\$5.30	Competitive
	New Hires, Experience	\$5.34-8.00	\$5.50	Very competitive
	Experienced, 3 Years With Firm	\$5.88-11.33	\$6.90	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$6.28-6.28	\$6.28	Competitive
<b>EMERGENCY MEDICAL TECHNICIANS - PARAMEDIC (1997)</b> Size of Occupation: Not available Growth Rate: Not available	New Hires, Experienced	\$6.50-6.50	\$6.50	Very competitive
	Experienced, 3 Years With Firm	\$8.30-8.30	\$8.30	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$7.00-15.37	\$8.01	Competitive
	New Hires, Experience	\$7.50-15.37	\$9.67	Very competitive
	Experienced, 3 Years With Firm	\$8.80-16.83	\$12.81	
	<u><b>UNION</b></u>			
	New Hires, No Experience	N/A	N/A	
	New Hires, Experienced	\$8.30-8.30	\$8.30	Very competitive
	Experienced, 3 Years With Firm	\$11.59-11.59	\$11.59	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>FINANCIAL MANAGERS (1996)</b> Size of Occupation: Very large (240 to 265 by 2000) Growth Rate: Slower than average	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$8.75-31.25 \$11.00-32.75 \$14.50-33.75	\$16.87 \$19.25 \$21.65	Good Good
	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	N/A \$13.00-19.00 \$15.00-21.00	N/A \$16.86 \$18.25	N/A Good
<b>FIREFIGHTERS (1990)</b> Size of Occupation: Very large (210 to 270 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$1100-1800/mo \$1200-1800/mo \$1350-2000/mo	N/A N/A N/A	Competitive Good
<b>FIREFIGHTERS (1998)</b> Size of Occupation: Medium (80 to 100) Growth Rate: Much faster than average (When working 24+ hour shifts, firefighters are furnished with room and board.)	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-8.75 \$5.50-10.00 \$5.75-16.00	\$7.52 \$7.35 \$8.25	Competitive Competitive
	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-8.30 \$5.75-9.92 \$6.09-11.54	\$7.00 \$8.30 \$10.26	Competitive Competitive
<b>FIRST LINE SUPERVISORS &amp; MGRS/SPVSRS, CLERICAL/ADMIN SUPPORT OCCS (1998)</b> Size of Occupation: Very large (350 TO 410) Growth Rate: Faster than average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$7.00-15.25 \$7.50-19.25 \$9.25-24.25	\$11.49 \$11.66 \$14.63	Competitive Good
<b>FIRST LINE SUPERVISORS &amp; MGRS/SPVSRS, SALES &amp; RELATED OCCS (1998)</b> Size of Occupation: Very large (410 to 470) Growth Rate: Average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$6.50-20.50 \$6.50-36.00 \$8.00-72.00	\$9.65 \$12.25 \$17.68	Good Good
<b>FOOD PREPARATION WORKERS (1990)</b> Size of Occupation: Very large (440 to 560 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-6.75 \$4.25-7.00 \$5.75-10.00	\$4.75 \$5.00 \$7.00	Competitive Good

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>FOOD PREPARATION WORKERS (1996)</b> Size of Occupation: Very large (700 to 890 by 2000) Growth Rate: Faster than average	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.25-6.50	\$4.43	Competitive
	New Hires, Experience	\$4.25-7.00	\$5.66	Competitive
	Experienced, 3 Years With Firm	\$5.25-10.00	\$7.19	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.90-\$7.67	\$7.40	Competitive
	New Hires, Experienced	\$5.90-8.17	\$8.15	Competitive
	Experienced, 3 Years With Firm	\$8.99-9.14	\$9.00	
<b>FOOD SERVICE &amp; LODGING MANAGERS (1990)</b> Size of Occupation: Large (150 to 210 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$4.25-8.50	\$5.08	Competitive
	New Hires, Experienced	\$5.00-10.00	\$6.00	Good
	Experienced, 3 Years With Firm	\$6.00-12.00	\$7.63	
<b>FOOD SERVICE MANAGERS (1993)</b> Size of Occupation: Medium (57 to 73 by 1996) Growth Rate: Faster than average	New Hires, No Experience	\$5.00-8.50	\$6.00	Very good
	New Hires, Experienced	\$5.00-14.75	\$7.75	Very good
	Experienced, 3 Years With Firm	\$7.00-15.00	\$10.00	
<b>FOREST &amp; CONSERVATION WORKERS (1993)</b> Size of Occupation: Very large (260 to 300 by 1996) Growth Rate: Slower than average	New Hires, No Experience	\$6.50-7.75	\$7.25	Good
	New Hires, Experienced	\$7.00-12.50	\$8.25	Very good
	Experienced, 3 Years With Firm	\$7.85-12.75	\$9.60	
<b>GARDENERS, GROUNDSKEEPERS, excluding farm (1991)</b> Size of Occupation: Very large (220 to 280 by 1996) Growth Rate: Faster than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$4.25-12.94	\$6.76	Very competitive
	New Hires, Experience	\$4.25-13.51	\$6.94	Good
	Experienced, 3 Years With Firm	\$5.00-15.52	\$8.22	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.45-8.76	\$5.00	Very Competitive
	New Hires, Experienced	\$4.65-8.77	\$5.00	Good
	Experienced, 3 Years With Firm	\$5.00-10.00	\$7.75	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>GARDENERS, GROUNDSKEEPERS, excluding farm (1995)</b> Size of Occupation: Large (220 -245 by 1998) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$9.17-11.13 \$9.48-18.00 \$10.45-19.75	\$9.72 \$9.73 \$11.19	Competitive Competitive
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-8.25 \$5.00-8.50 \$6.50-9.75	\$6.00 \$7.00 \$8.31	Competitive Competitive
<b>GENERAL MANAGERS, TOP EXECUTIVES (1992)</b> Size of Occupation: Very large (1010 to 1270 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$30,000-62,728/yr \$30,000-69,309/yr \$33,075-83,000/yr	\$45,000 \$48,000 \$52,800	Very competitive Good
<b>GENERAL MANAGERS &amp; TOP EXECUTIVES (1998)</b> Size of Occupation: Very large (1020 to 1190) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$7.25-26.00 \$8.25-30.00 \$9.75-42.75	\$13.10 \$14.25 \$17.28	Good Good
<b>GENERAL OFFICE CLERKS (1991)</b> Size of Occupation: Very large (600 to 720 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-8.55 \$4.25-9.01 \$6.50-10.50	\$6.50 \$7.00 \$8.21	Very competitive Competitive
<b>GENERAL OFFICE CLERKS (1996)</b> Size of Occupation: Very large (880 -1000 by 2000) Growth Rate: Slower than average	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-11.00 \$5.50-11.00 \$6.00-13.00	\$6.00 \$7.00 \$9.00	Competitive Competitive
	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$8.27-8.31 \$8.68-10.54 \$9.13-13.33	\$8.29 \$9.40 \$11.50	Competitive Competitive

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>GLAZIERS (1993)</b> Size of Occupation: Small (13 to 16 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	N/A \$20.40-20.40 \$20.40-20.40	N/A \$20.40 \$20.40	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-6.50 \$6.00-12.00 \$9.00-15.00	\$5.00 \$7.75 \$11.00	
<b>GUARDS, WATCHGUARDS (1992)</b> Size of Occupation: Large (160 to 190 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-8.25 \$4.50-10.00 \$5.00-12.74	\$5.38 \$5.50 \$7.00	Very competitive Competitive
<b>GUARDS AND WATCHGUARDS (1997)</b> Size of Occupation: Medium (83 to 98 by 2000) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$5.00-12.00 \$5.79-16.00	\$6.13 \$6.50 \$7.50	Competitive Competitive
<b>HAIRDRESSERS, HAIRSTYLISTS, COSMETOLOGISTS (1992) (Limited Survey)</b> Size of Occupation: Medium (60 to 80 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5,001-40,000+/yr	\$30,000+	N/A
<b>HEATING, AIR CONDITIONING/REFRIG MECHANICS/INSTALLERS (1992)</b> Size of Occupation: Small to Medium (40 to 50 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$8.50-8.50 \$8.50-8.50 \$13.50-13.50	\$8.50 \$8.50 \$13.50	Competitive Very good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-8.50 \$8.00-19.50 \$10.00-19.50	\$7.00 \$9.00 \$12.50	Competitive Very good
<b>HEATING, AIR CONDITIONING/REFRIG MECHANICS/INSTALLERS (1995)</b> Size of Occupation: Medium (65 - 75 by 1998) Growth Rate: Faster than average (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$6.00-9.00 \$8.00-14.00 \$10.00-15.00	\$7.50 \$10.00 \$13.50	N/A Good



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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>HOME HEALTH CARE WORKERS (1990)</b> Size of Occupation: Very large (200 to 300 by 1996) Growth Rate: Faster than average ( State Dept of Health Svcs)	New Hires, No Experience	\$4.25-6.85	\$4.50	Very good
	New Hires, Experienced	\$4.25-6.85	\$5.00	Very good
	Experienced, 3 Years With Firm	\$4.25-7.00	\$5.88	
<b>HOME HEALTH CARE WORKERS (1995)</b> Size of Occupation: Very large Growth Rate: Remain stable (Union employers tend to pay at high end.)	<u><b>UNION</b></u>			
	New Hires, No Experience	\$4.50-8.00	\$6.60	Competitive
	New Hires, Experience	\$5.00-9.00	\$7.46	Competitive
<b>HOTEL DESK CLERKS (1992)</b> Size of Occupation: Large (120 to 170 by 1996) Growth Rate: Much faster than average	Experienced, 3 Years With Firm	\$6.00-10.00	\$8.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.02-5.02	\$5.02	Competitive
	New Hires, Experience	\$5.22-5.22	\$5.22	Good
	Experienced, 3 Years With Firm	\$9.47-9.47	\$9.47	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.25-6.00	\$5.00	Competitive
<b>HOTEL DESK CLERKS (1998)</b> Size of Occupation: Large (190 to 230) Growth Rate: Much faster than average	New Hires, Experienced	\$4.25-6.50	\$5.50	Good
	Experienced, 3 Years With Firm	\$5.00-7.50	\$6.25	
	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$5.50-8.00	\$6.00	Good
<b>HUMAN SERVICE WORKERS (1994)</b> Size of Occupation: Medium (65 to 75 by 1998) Growth Rate: Faster than average	New Hires, Experience	\$5.50-8.00	\$6.00	Good
	Experienced, 3 Years With Firm	\$6.00-11.00	\$7.50	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$7.50-7.93	\$7.72	Good
	New Hires, Experience	\$8.34-8.50	\$8.42	Very good
	Experienced, 3 Years With Firm	\$8.76-9.75	\$9.26	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$7.02-8.25	\$8.00	Good
	New Hires, Experienced	\$7.90-12.00	\$9.78	Very good
	Experienced, 3 Years With Firm	\$9.00-20.00	\$12.03	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>INDUSTRIAL TRUCK &amp; TRACTOR OPERATORS (1996)</b> Size of Occupation: Large (120 to 135 by 2000) Growth Rate: Slower than average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$5.00-15.00 \$7.00-16.50	\$5.25 \$9.00 \$9.00	Competitive Good
<b>INSTRUCTIONAL AIDES (1995)</b> Size of Occupation: Very large (625 - 710 by 1998) Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.49-9.13 \$6.49-9.13 \$8.07-10.00 \$5.75-9.25 \$5.75-9.25 \$7.25-11.75	\$7.41 \$7.52 \$8.91 \$6.37 \$6.45 \$8.23	Competitive Competitive  Competitive Competitive
<b>INSTRUCTIONAL AIDES (1998)</b> Size of Occupation: Very large (700 to 770) Growth Rate: Slower than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$7.48-11.01 \$7.58-11.87 \$8.26-12.85 \$6.75-11.25 \$6.75-12.25 \$7.00-13.50	\$8.31 \$8.43 \$9.41 \$7.02 \$7.21 \$8.50	Competitive Competitive  Competitive Competitive
<b>INSURANCE POLICY PROCESSING CLERKS (1991)</b> Size of Occupation: Small (30 to 49 by 1996) Growth Rate: No significant change	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-10.59 \$5.00-10.59 \$6.00-16.00	\$5.29 \$6.50 \$8.91	Competitive Good
<b>INSURANCE POLICY PROCESSING CLERKS (1997)</b> Size of Occupation: Large (114 to 110 by 2000) Growth Rate: Slow decline	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-8.67 \$5.00-10.07 \$7.00-12.00	\$6.92 \$7.96 \$9.48	Good Good

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>JANITORS &amp; CLEANERS, Excluding Maids &amp; Housekeepers (1990)</b> Size of Occupation: Very large (410 to 510 by 1996) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.00-8.38	\$7.34	Competitive
	New Hires, Experience	\$5.00-8.85	\$7.98	Competitive
	Experienced, 3 Years With Firm	\$6.66-10.05	\$8.99	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.50-7.75	\$5.13	Competitive
	New Hires, Experienced	\$5.00-8.50	\$5.88	Competitive
<b>JANITORS &amp; CLEANERS, Excluding Maids &amp; Housekeepers (1996)</b> Size of Occupation: Very large (430 to 480 by 2000) Growth Rate: Slower than average	Experienced, 3 Years With Firm	\$5.25-9.75	\$6.75	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$6.03-12.04	\$9.01	Competitive
	New Hires, Experience	\$6.73-13.11	\$9.26	Competitive
	Experienced, 3 Years With Firm	\$7.67-14.18	\$9.76	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.25-8.75	\$5.00	Competitive
<b>LABORERS, LANDSCAPING &amp; GROUNDSKEEPING (1998)</b> Size of Occupation: Very large (240 to 270) Growth Rate: Average	New Hires, Experienced	\$4.25-10.00	\$7.80	Competitive
	Experienced, 3 Years With Firm	\$5.50-10.00	\$8.50	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.75-12.00	\$6.00	Competitive
	New Hires, Experience	\$5.75-14.00	\$7.00	Competitive
	Experienced, 3 Years With Firm	\$6.50-18.00	\$8.50	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$5.75-12.36	\$10.99	Competitive
	New Hires, Experienced	\$7.03-13.36	\$10.99	Competitive
	Experienced, 3 Years With Firm	\$10.50-14.47	\$12.33	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>LAN/WAN NETWORK MANAGERS (1996)</b> Size of Occupation: Not available Growth Rate: Not Available	<u><b>UNION</b></u>			
	New Hires, No Experience	\$18.00-20.78	\$19.39	Very Good
	New Hires, Experience	\$16.01-20.78	\$19.39	Good
	Experienced, 3 Years With Firm	\$19.46-24.07	\$21.96	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	N/A	N/A	N/A
	New Hires, Experienced	\$11.25-19.25	\$13.84	Good
<b>LEGAL SECRETARIES (1991)</b> Size of Occupation: Small (30 to 40 by 1996) Growth Rate: Average	Experienced, 3 Years With Firm	\$12.25-23.50	\$15.62	
	New Hires, No Experience	\$4.50-7.50	\$5.50	Competitive
	New Hires, Experienced	\$6.00-10.88	\$8.00	Good
	Experienced, 3 Years With Firm	\$6.50-13.61	\$9.50	
<b>LICENSED VOCATIONAL NURSES (1990)</b> Size of Occupation: Large (130 to 160 by 1996) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$7.70-8.96	\$8.33	Good
	New Hires, Experience	\$8.46-9.41	\$8.93	Very good
	Experienced, 3 Years With Firm	\$9.35-10.89	\$10.12	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.50-10.50	\$6.88	Good
	New Hires, Experienced	\$6.00-10.50	\$8.00	Very good
<b>LICENSED VOCATIONAL NURSES (1994)</b> Size of Occupation: Large (155 to 170 by 1998) Growth Rate: Average	Experienced, 3 Years With Firm	\$7.50-12.00	\$9.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$9.69-10.64	\$10.17	Good
	New Hires, Experience	\$11.02-11.76	\$11.39	Good
	Experienced, 3 Years With Firm	\$12.15-14.28	\$13.22	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$8.00-14.75	\$10.00	Good
<b>LOAN &amp; CREDIT CLERKS (1991)</b> Size of Occupation: Medium (60 to 70 by 1996) Growth Rate: Slower than average	New Hires, Experienced	\$9.00-16.50	\$11.00	Good
	Experienced, 3 Years With Firm	\$10.00-18.95	\$12.00	
	New Hires, No Experience	\$4.75-9.41	\$6.00	Competitive
	New Hires, Experienced	\$5.50-13.45	\$8.24	Good
	Experienced, 3 Years With Firm	\$6.00-20.17	\$9.00	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>LOAN &amp; CREDIT CLERKS (1997)</b> Size of Occupation: Medium (65 to 66 by 2000) Growth Rate: No significant change	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-12.57 \$7.00-17.33 \$8.50-28.83	\$7.00 \$9.12 \$10.96	Competitive Good
<b>LODGING MANAGERS (1996)</b> Size of Occupation: Medium (90 to 100 by 2000) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.75-8.50 \$4.75-17.00 \$5.25-23.00	\$5.45 \$6.25 \$8.00	Good Good
<b>MACHINE TOOL CUTTERS &amp; TENDERS (1992)</b> Size of Occupation: Small (40 to 50 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-7.00 \$6.50-16.85 \$9.00-19.25	\$6.25 \$8.25 \$13.00	Very Competitive Good
<b>MACHINISTS (1996)</b> Size of Occupation: Medium (75 to 80 by 2000) Growth Rate: Slower than average	<u>NON-UNION/UNION</u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-8.00 \$8.00-16.50 \$11.00-16.50	\$7.00 \$11.00 \$14.50	Good Good
<b>MAIDS AND HOUSEKEEPING CLEANERS (1996)</b> Size of Occupation: Very large (645 to 750 by 2000) Growth Rate: Average	<u>NON-UNION</u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm <u>UNION</u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-5.50 \$4.50-5.50 \$5.25-8.00 \$5.80-8.20 \$5.80-8.61 \$7.00-9.97	\$4.58 \$5.00 \$6.00 \$7.00 \$7.21 \$8.49	Competitive Good Competitive Good
<b>MAINTENANCE REPAIRERS, GENERAL UTILITY (1990)</b> Size of Occupation: Very large (510 to 620 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-12.00 \$6.50-13.00 \$8.00-16.00	\$7.84 \$8.67 \$9.50	Competitive Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>MAINTENANCE REPAIRERS, General Utility (1996)</b> Size of Occupation: Very large (580 to 695 by 2000) Growth Rate: Average	<b><u>NON-UNION</u></b>			
	New Hires, No Experience	\$4.50-12.00	\$7.00	Competitive
	New Hires, Experienced	\$5.00-13.00	\$7.60	Competitive
	Experienced, 3 Years With Firm	\$5.50-14.50	\$9.50	
	<b><u>UNION</u></b>			
	New Hires, No Experience	\$10.65-12.00	\$12.00	Competitive
	New Hires, Experienced	\$10.65-13.00	\$12.97	Competitive
	Experienced, 3 Years With Firm	\$11.75-16.00	\$14.00	
<b>MEDICAL ASSISTANTS (1991)</b> Size of Occupation: Medium (60 to 90 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$5.00-7.00	\$5.50	Competitive
	New Hires, Experienced	\$5.00-8.50	\$7.00	Good
	Experienced, 3 Years With Firm	\$6.00-10.00	\$8.00	
<b>MEDICAL ASSISTANTS (1995)</b> Size of Occupation: Medium (60 - 65 by 1998) Growth Rate: Slower than average	New Hires, No Experience	\$5.00-8.50	\$6.50	Good
	New Hires, Experienced	\$6.00-9.00	\$7.50	Good
	Experienced, 3 Years With Firm	\$7.50-10.00	\$9.00	
<b>MEDICAL &amp; CLINICAL LABORATORY TECHNICIANS (1992)</b> Size of Occupation: Small (20 to 45 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$13.30-16.50	\$14.99	Good
	New Hires, Experienced	\$15.50-17.88	\$16.53	Good
	Experienced, 3 Years With Firm	\$17.09-19.00	\$18.05	
<b>MEDICAL MACHINE TRANSCRIPTIONISTS (1993)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience	\$6.00-9.00	\$7.50	Good
	New Hires, Experienced	\$6.75-10.00	\$7.75	Good
	Experienced, 3 Years With Firm	\$7.50-11.25	\$9.50	
<b>MEDICAL RECORDS TECHNICIANS (1992)</b> Size of Occupation: Small (30 to 50 by 1996) Growth Rate: Much faster than average	New Hires, No Experience	\$4.25-8.75	\$5.91	Competitive
	New Hires, Experienced	\$4.70-9.60	\$6.50	Competitive
	Experienced, 3 Years With Firm	\$5.50-10.50	\$7.57	
<b>MOBILE HEAVY EQUIPMENT MECHANICS, except engines (1990)</b> Size of Occupation: Large 80 to 100 by 1996 Growth Rate: Average	New Hires, No Experience	\$8.00-12.25	\$9.13	Good
	New Hires, Experienced	\$9.50-16.50	\$12.72	Very good
	Experienced, 3 Years With Firm	\$10.50-20.00	\$13.14	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>NURSE AIDES (1994)</b> Size of Occupation: Very large (305 to 340 by 1998) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$6.50-8.01	\$7.30	Competitive
	New Hires, Experience	\$6.50-8.85	\$7.30	Good
	Experienced, 3 Years With Firm	\$7.40-9.78	\$8.01	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$6.00-6.79	\$6.58	Competitive
	New Hires, Experienced	\$6.00-7.53	\$7.20	Good
<b>NURSE AIDES (1998)</b> Size of Occupation: Very large (420 to 490) Growth Rate: Faster than average	Experienced, 3 Years With Firm	\$7.00-8.50	\$8.09	
	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$5.75-8.75	\$6.54	Competitive
	New Hires, Experience	\$5.75-8.75	\$6.50	Competitive
<b>NURSE AIDES, ORDERLIES, &amp; ATTENDANTS (1990)</b> Size of Occupation: Very large (250 to 300 by 1996) Growth Rate: Slower than average	Experienced, 3 Years With Firm	\$6.50-11.50	\$8.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$4.88-6.24	\$5.41	Good
	New Hires, Experience	\$5.07-6.56	\$5.66	Good
	Experienced, 3 Years With Firm	\$5.50-6.90	\$6.19	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.00-6.00	\$5.35	Good
<b>NURSERY WORKERS (1997)</b> Size of Occupation: Small (29 to 39 by 2000) Growth Rate: Much faster than average	New Hires, Experienced	\$5.00-7.00	\$5.75	Good
	Experienced, 3 Years With Firm	\$5.25-7.25	\$6.00	
	New Hires, No Experience	\$5.00-7.00	\$5.38	Competitive
	New Hires, Experienced	\$5.50-7.50	\$6.00	Good
	Experienced, 3 Years With Firm	\$7.50-10.00	\$7.75	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>OPERATING ENGINEERS (1990)</b> Size of Occupation: Very large (200 to 250 by 1996) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$10.17-19.21	N/A	Competitive
	New Hires, Experience	\$18.59-26.20	N/A	Competitive
	Experienced, 3 Years With Firm	\$18.59-26.20	N/A	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$8.00-11.00	\$8.63	Competitive
	New Hires, Experienced	\$10.50-15.00	\$12.07	Competitive
<b>OPERATING ENGINEERS (1996)</b> Size of Occupation: Very Large (228 and above) Growth Rate: Faster than average	Experienced, 3 Years With Firm	\$12.00-20.00	\$14.80	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$8.00-15.00	\$9.00	Competitive
	New Hires, Experience	\$10.00-15.00	\$11.00	Good
	Experienced, 3 Years With Firm	\$12.00-20.00	\$15.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$12.92 - 12.92	\$12.92	Competitive
<b>OPTICIANS, DISPENSING &amp; MEASURING (1994)</b> Size of Occupation: Small (20 to 30 by 1998) Growth Rate: Slower than average	New Hires, Experienced	\$10.00-25.18	\$14.68	Good
	Experienced, 3 Years With Firm	\$11.50-25.18	\$15.88	
	New Hires, No Experience	\$4.50-6.95	\$5.75	Competitive
	New Hires, Experienced	\$6.00-10.40	\$7.00	Good
<b>PAINTERS, CONSTRUCTION (1991)</b> Size of Occupation: Large (100 to 120 by 1996) Growth Rate: Slower than average	Experienced, 3 Years With Firm	\$7.50-10.00	\$8.00	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$8.50-10.78	\$9.64	Good
	New Hires, Experience	\$8.50-17.82	\$17.00	Very good
	Experienced, 3 Years With Firm	\$11.50-19.65	\$18.65	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.75-8.00	\$6.00	Good
	New Hires, Experienced	\$7.00-10.00	\$7.75	Very good
	Experienced, 3 Years With Firm	\$10.00-14.00	\$12.00	



# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>PAINTERS, PAPERHANGERS-CONSTRUCTION &amp; MAINTENANCE(1998)</b> Size of Occupation: Medium (70 to 90) Growth Rate: Much faster than average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.75-19.00 \$7.00-19.00 \$8.50-20.75	\$8.00 \$10.00 \$13.50	Competitive Good
<b>PARALEGAL PERSONNEL (1995)</b> Size of Occupation: Small (Not available) Growth Rate: Remain stable	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-12.00 \$6.25-13.00 \$8.25-14.50	\$8.50 \$10.00 \$12.00	Good Competitive
<b>PAVING &amp; TAMPING EQUIPMENT OPERATORS (1993)</b> Size of Occupation: Large (120 to 160 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-8.00 \$7.00-15.00 \$10.00-15.00	\$7.00 \$10.00 \$11.00	Very good Very good
<b>PAYROLL, TIMEKEEPING CLERKS (1992)</b> Size of Occupation: Small (30 to 20 by 1996) Growth Rate: Slow decline	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.88-11.76 \$6.00-14.00 \$6.00-17.00	\$7.75 \$9.00 \$10.80	Competitive Competitive
<b>PERSONNEL, TRAINING &amp; LABOR RELATIONS MANAGERS (1995)</b> Size of Occupation: Small (35 - 35 by 1998) Growth Rate: Remain stable (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION:</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-13.00 \$6.00-23.75 \$7.00-27.75	\$9.03 \$15.89 \$18.73	Good Competitive
<b>PEST CONTROLLERS &amp; ASSISTANTS (1993)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-10.50 \$5.00-11.50 \$6.00-12.75	\$8.00 \$9.00 \$10.75	Very good Good
<b>PEST CONTROLLERS &amp; ASSISTANTS (1997)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-10.00 \$7.00-12.00 \$8.31-12.00	\$7.50 \$8.31 \$9.80	Very good Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>PHARMACISTS (1992)</b> Size of Occupation: Medium (60 to 80 by 1996) Growth Rate: Faster than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$28.00-28.00	\$28.00	Good
	New Hires, Experienced	\$28.00-28.00	\$28.00	Very good
	Experienced, 3 Years With Firm	\$28.00-28.00	\$28.00	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$19.58-30.00	\$25.50	Good
	New Hires, Experienced	\$18.00*-35.00	\$25.00	Very good
<b>PHARMACY TECHNICIANS (1995)</b> Size of Occupation: Small (30 - 40 by 1998) Growth Rate: Remain stable	Experienced, 3 Years With Firm	\$18.00-35.00	\$26.67	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$6.25-9.00	\$8.00	Competitive
	New Hires, Experienced	\$6.00-10.00	\$7.88	Good
	Experienced, 3 Years With Firm	\$9.95-12.00	\$10.75	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.50-8.00	\$7.25	Competitive
<b>PHLEBOTOMISTS (1994)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, Experienced	\$6.50-10.25	\$8.75	Good
	Experienced, 3 Years With Firm	\$8.00-12.25	\$11.50	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$8.48-8.48	\$8.48	Good
	New Hires, Experienced	\$9.35-9.35	\$9.35	Good
	Experienced, 3 Years With Firm	\$9.81-9.81	\$9.81	
	<u><b>NON-UNION</b></u>			
<b>PHYSICAL THERAPISTS (1992)</b> Size of Occupation: Small (30 to 35 by 1996) Growth Rate: No significant change	New Hires, No Experience	\$5.50-7.90	\$7.40	Good
	New Hires, Experienced	\$7.07-12.00	\$8.22	Good
	Experienced, 3 Years With Firm	\$8.18-15.25	\$9.08	
	New Hires, No Experience	\$16.71-35.00	\$17.30	Very good
	New Hires, Experienced	\$12.05-35.00	\$19.97	Very good
	Experienced, 3 Years With Firm	\$19.25-35.00	\$20.00	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>PHYSICAL THERAPY AIDES (1995)</b> Size of Occupation: Small (40 - 45 by 1998) Growth Rate: Faster than average (Union employers tend to pay at high end.)	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-8.25 \$7.00-8.25 \$7.50-10.00	\$6.00 \$7.25 \$9.00	Good Good
<b>PHYSICAL THERAPY ASSISTANTS (1995)</b> Size of Occupation: Small (Projected size by 1998 not available) Growth Rate: Remain stable	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-20.00 \$7.00-22.00 \$10.00-22.00	\$9.00 \$11.00 \$13.00	Competitive Competitive
<b>PLUMBERS, PIPEFITTERS, &amp; STEAMFITTERS (1990)</b> Size of Occupation: Large (80 to 100 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$10.15-10.15 \$15.28-20.00 \$16.77-20.00 \$5.50-10.25 \$6.00-12.00 \$8.00-16.00	\$10.15 \$16.77 \$17.56 \$7.50 \$10.00 \$13.00	Good Good Good Good Good
<b>POLICE PATROL OFFICERS (1994)</b> Size of Occupation: Medium (85 to 95 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$11.04-12.70 \$11.04-12.70 \$12.17-13.45 \$10.25-10.25 \$10.25-10.25 \$14.25-14.25	\$11.87 \$11.87 \$12.70 \$10.25 \$10.25 \$14.25	Very competitive Good Very competitive Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>RADIOLOGIC TECHNOLOGISTS, DIAGNOSTIC (1992)</b> Size of Occupation: Small (20 to 40 by 1996) Growth Rate: Much faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$13.00-13.00 \$15.02-15.02 \$15.02-15.02	\$13.00 \$15.02 \$15.02	Good Very good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-11.03 \$6.00-14.00 \$8.00-14.26	\$10.35 \$11.92 \$11.76	Good Very good
<b>RADIOLOGIC TECHNOLOGISTS, DIAGNOSTIC (1995)</b> Size of Occupation: Small (25 - 30 by 1998) Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$15.00-15.00 \$16.35-17.00 \$19.25-20.00	\$15.00 \$16.68 \$19.63	Competitive Competitive
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.50-12.75 \$7.00-14.25 \$8.50-16.00	\$10.37 \$11.83 \$13.07	Competitive Competitive
<b>RECEPTIONISTS &amp; INFORMATION CLERKS (1994)</b> Size of Occupation: Very Large (225 to 290 by 1998) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.65-8.00 \$5.00-11.00 \$5.75-15.00	\$6.25 \$7.50 \$9.00	Competitive Good
<b>RECEPTIONISTS &amp; INFORMATION CLERKS (1998)</b> Size of Occupation: Very large (310 to 350) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-9.75 \$6.00-12.50 \$7.00-14.00	\$6.68 \$8.00 \$9.47	Competitive Good
<b>REFUSE COLLECTORS (1993)</b> Size of Occupation: Medium (50 to 70 by 1996) Growth Rate: Much faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-7.50 \$7.00-9.00 \$8.50-12.00	\$7.00 \$7.50 \$10.00	Competitive Very good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>REGISTERED NURSES (1991)</b> Size of Occupation: Very large (350 to 470 by 1996) Growth Rate: Faster than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$14.71-16.04	\$14.94	Good
	New Hires, Experience	\$15.71-17.61	\$16.22	Good
	Experienced, 3 Years With Firm	\$17.27-20.68	\$17.88	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$7.74-15.00	\$14.06	Good
	New Hires, Experienced	\$8.50-17.15	\$14.70	Good
<b>REGISTERED NURSES (1994)</b> Size of Occupation: Very large (465 to 510 by 1998) Growth Rate: Average	Experienced, 3 Years With Firm	\$9.00-20.00	\$15.95	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$14.30-28.63	\$16.52	Competitive
	New Hires, Experience	\$16.52-28.63	\$17.53	Good
	Experienced, 3 Years With Firm	\$19.27-33.14	\$20.00	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$10.00-33.00	\$16.51	Competitive
<b>REPORTERS AND CORRESPONDENTS (1997)</b> Size of Occupation: Small (26 to 30 by 2000) Growth Rate: Faster than average	New Hires, Experienced	\$10.00-33.00	\$18.42	Good
	Experienced, 3 Years With Firm	\$11.50-33.50	\$20.00	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$5.00-8.00	\$6.00	Good
	New Hires, Experience	\$6.00-9.90	\$8.12	Good
	Experienced, 3 Years With Firm	\$8.00-13.19	\$9.57	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$8.75-8.75	\$8.75	Good
	New Hires, Experienced	\$10.00-12.50	\$11.25	Good
	Experienced, 3 Years With Firm	\$13.76-20.00	\$16.88	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>RESPIRATORY CARE PRACTITIONERS (1992)</b> Size of Occupation: Small Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$15.69-15.69 \$16.67-16.67 \$17.65-17.65	\$15.69 \$16.67 \$17.65	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$12.00-12.00 \$10.39-14.00 \$11.70-16.00	\$12.00 \$14.00 \$15.00	Competitive Good
<b>ROOFERS (1993)</b> Size of Occupation: Small (22 to 27 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-7.00 \$8.00-15.00 \$10.00-18.00	\$6.50 \$11.50 \$14.00	Good Good
<b>SALES AGENTS, REAL ESTATE (1991)</b> Size of Occupation: Very large (over 650) Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$10,000-40,000/yr \$12,000-60,000/yr \$16,000-150,000/yr	\$20,000 \$33,000 \$50,000	Competitive Very good
<b>SALESPERSONS, RETAIL, except vehicle sales (1990)</b> Size of Occupation: Very large (900 to 1180 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$4.25-8.50 \$5.00-10.00	\$4.50 \$5.25 \$7.50	Good Good
<b>SALESPERSONS, RETAIL, except vehicle sales (1994)</b> Size of Occupation: Very large (1050 to 1285 by 1998) Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$4.75-5.14 \$5.14-5.50 \$6.93-8.00	\$4.95 \$5.32 \$7.47	Very competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-6.50 \$4.50-6.50 \$5.00-9.00	\$4.75 \$5.25 \$6.50	Very competitive Good
<b>SALESPERSONS, RETAIL, except vehicle sales (1997)</b> Size of Occupation: Very large (1005 to 1244 by 2000) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-7.00 \$5.00-11.00 \$5.45-14.00	\$5.00 \$5.50 \$7.00	Competitive Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>SECRETARIES, GENERAL (1990)</b> Size of Occupation: Very large (670 to 740 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-9.00 \$5.00-9.75 \$6.50-11.00	\$6.50 \$7.13 \$9.30	Good Competitive
<b>SECRETARIES, GENERAL (1996)</b> Size of Occupation: Very large (545 to 575 by 2000) Growth Rate: Slower than average	<u>NON-UNION/UNION</u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-10.25 \$4.50-11.50 \$6.00-14.00	\$6.50 \$7.66 \$9.11	Competitive Competitive
<b>SECRETARIES, MEDICAL (1991)</b> Size of Occupation: Medium (80 to 100 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-7.00 \$5.25-9.00 \$5.00-12.00	\$5.50 \$7.25 \$8.50	Competitive Good
<b>SECRETARIES, MEDICAL (1997)</b> Size of Occupation: Medium (71 to 81 by 2000) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$5.00-12.00 \$8.00-14.00	\$6.00 \$7.00 \$10.00	Good Good
<b>SEPTIC TANK SERVICERS &amp; SEWER PIPE SERVICERS (1995)</b> Size of Occupation: Small (Projections to 1998 not available) Growth Rate: Remain Stable	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-10.00 \$5.00-12.00 \$12.00-20.00	\$8.00 \$10.00 \$13.00	Good Good
<b>SHEET METAL WORKERS (1996)</b> Size of Occupation: Not available Growth Rate: Not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-9.00 \$7.50-14.00 \$9.00-20.00	\$6.50 \$9.50 \$12.00	Good Good
<b>SHERIFF DEPUTIES (1991)</b> Size of Occupation: Large (170 to 190 by 1996) Growth Rate: Slower than average	<u>UNION</u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u>NON-UNION</u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$10.00-11.27 \$11.75-13.76 \$12.75-13.76 \$10.63-10.80 \$10.80-11.16 \$11.90-12.31	\$10.63 \$12.75 \$13.25 \$10.71 \$10.98 \$12.10	Competitive Very good Competitive Very good

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>SHERIFF DEPUTIES (1994)</b> Size of Occupation: Large 150 to 150 by 1998) Growth Rate: No significant change	<u><b>UNION</b></u>			
	New Hires, No Experience	\$11.35-12.50	\$12.00	Competitive
	New Hires, Experience	\$12.00-12.55	\$12.50	Good
	Experienced, 3 Years With Firm	\$13.75-15.00	\$13.87	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$11.17-11.17	\$11.17	Competitive
	New Hires, Experienced	\$11.79-11.79	\$11.79	Good
	Experienced, 3 Years With Firm	\$14.33-14.33	\$14.33	
<b>SOCIAL WORKERS, excluding medical and psychiatric (1991)</b> Size of Occupation: Very large (290 to 370 by 1996) Growth Rate: Faster than average	New Hires, No Experience	\$7.20-18.50	\$8.82	Competitive
	New Hires, Experienced	\$7.20-23.84	\$9.33	Good
	Experienced, 3 Years With Firm	\$8.34-26.40	\$11.36	
<b>STOCK CLERKS, SALES FLOOR (1992)</b> Size of Occupation: Very large (330 to 400 by 1996) Growth Rate: Average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$4.75-5.59	\$5.00	Competitive
	New Hires, Experience	\$4.75-5.59	\$4.75	Good
	Experienced, 3 Years With Firm	\$7.00-13.80	\$8.69	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$4.25-7.00	\$5.00	Competitive
	New Hires, Experienced	\$5.00-8.00	\$6.00	Good
	Experienced, 3 Years With Firm	\$6.00-14.16	\$9.00	
<b>SUPERVISORS &amp; MGRS/SPVSRs, (First Line) CLERICAL/ADMIN SUPPORT OCCS (1998)</b> Size of Occupation: Very large (350 TO 410) Growth Rate: Faster than average	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$7.00-15.25	\$11.49	Competitive
	New Hires, Experience	\$7.50-19.25	\$11.66	Good
	Experienced, 3 Years With Firm	\$9.25-24.25	\$14.63	



# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>SUPERVISORS/MANAGERS, CLERICAL &amp; ADMIN SUPPORT (1994)</b> Size of Occupation: Large (75 to 200 by 1998) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$8.76-8.76 \$9.21-9.21 \$9.68-9.68	\$8.76 \$9.21 \$9.68	Very competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$7.00-19.78 \$7.00-20.00 \$8.00-23.00	\$11.00 \$11.00 \$11.78	Very competitive Good
<b>SUPERVISORS/MANAGERS, SALES (1992)</b> Size of Occupation: Very large (330 to 400 by 1996) Growth Rate: Average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.50-11.52 \$6.50-20.00 \$8.00-30.00	\$9.31 \$10.30 \$13.27	Competitive Good
<b>SUPERVISORS &amp; MGRS/SPVSRs, (First Line) SALES &amp; RELATED OCCS (1998)</b> Size of Occupation: Very large (410 to 470) Growth Rate: Average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$6.50-20.50 \$6.50-36.00 \$8.00-72.00	\$9.65 \$12.25 \$17.68	Good Good
<b>SUPERVISORS/MGRS, PRODUCTION &amp; OPERATING WORKERS (1994)</b> Size of Occupation: Small (55 to 55 by 1998) Growth Rate: No significant change	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience	\$7.00-8.00 \$8.00-20.00 \$8.50-23.00	\$8.00 \$14.50 \$17.00	N/A Good
<b>SURGICAL TECHNICIANS (1993)</b> Size of Occupation: Small (9 to 12 by 1996) Growth Rate: Faster than average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	N/A \$11.14-11.14 \$11.70-11.70 \$5.50-7.50 \$6.00-12.00 \$7.50-12.00	N/A \$11.14 \$11.70 \$6.50 \$8.00 \$11.50	Good Good Good Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>SURGICAL TECHNICIANS (1997)</b> Size of Occupation: Small (14 to 18 by 2000) Growth Rate: Much faster than average	<b><u>NON-UNION</u></b>			
	New Hires, No Experience	\$8.00-10.29	\$9.96	Good
	New Hires, Experience	\$9.00-11.82	\$10.47	Good
	Experienced, 3 Years With Firm	\$11.50-12.30	\$11.57	
	<b><u>UNION</u></b>			
	New Hires, No Experience	\$8.63-8.63	\$8.63	Good
	New Hires, Experienced	\$11.41-11.41	\$11.41	Good
	Experienced, 3 Years With Firm	\$12.61-12.61	\$12.61	
<b>SURVEYING &amp; MAPPING TECHNICIANS (1993)</b> Size of Occupation: Small (27 to 34 by 1996) Growth Rate: Average	<b><u>UNION</u></b>			
	New Hires, No Experience	\$8.70-8.70	\$8.70	Good
	New Hires, Experience	\$10.17-13.50	\$11.84	Good
	Experienced, 3 Years With Firm	\$11.52-15.75	\$13.64	
	<b><u>NON-UNION</u></b>			
	New Hires, No Experience	\$7.00-9.00	\$8.00	Good
	New Hires, Experienced	\$7.00-15.00	\$10.00	Good
	Experienced, 3 Years With Firm	\$8.00-22.00	\$13.50	
<b>TEACHER AIDES, PARAPROFESSIONAL (1990)</b> Size of Occupation: Large (91 to 195 by 1996) Growth Rate: Information not available	New Hires, No Experience	\$5.50-8.75	\$6.93	Competitive
	New Hires, Experienced	\$5.50-10.00	\$7.28	Competitive
	Experienced, 3 Years With Firm	\$6.00-10.25	\$7.92	
<b>TEACHERS, ELEMENTARY (1992)</b> Size of Occupation: Very large (211 and above by 1996) Growth Rate: Information not available	<b><u>UNION</u></b>			
	New Hires, No Experience	\$20,000-26,250/yr	\$23,000	Competitive
	New Hires, Experience	\$21,000-32,000/yr	\$26,000	Competitive
	Experienced, 3 Years With Firm	\$24,000-33,000/yr	\$28,000	
	<b><u>NON-UNION</u></b>			
	New Hires, No Experience	\$9,600-25,600/yr	\$22,000	Competitive
	New Hires, Experienced	\$12,000-30,000/yr	\$25,000	Competitive
	Experienced, 3 Years With Firm	\$14,400-30,000/yr	\$27,000	

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>TEACHERS - ELEMENTARY (1997)</b> Size of Occupation: Very large (874 to 980 by 2000) Growth Rate: Slower than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$22,299-26,845/yr	\$25,000	Competitive
	New Hires, Experience	\$24,632-36,345/yr	\$27,598	Competitive
	Experienced, 3 Years With Firm	\$25,271-46,000/yr	\$31,000	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$20,000-27,000/yr	\$23,500	Competitive
	New Hires, Experienced	\$22,000-28,350/yr	\$25,175	Competitive
<b>TEACHERS, PRESCHOOL (1993)</b> Size of Occupation: Large (102 to 145 by 1996) Growth Rate: Faster than average	Experienced, 3 Years With Firm	\$25,000-29,768/yr	\$27,384	
	New Hires, No Experience	\$4.25-7.50	\$5.25	Good
	New Hires, Experienced	\$4.75-12.00	\$6.50	Good
	Experienced, 3 Years With Firm	\$6.00-16.00	\$7.00	
<b>TEACHERS, PRESCHOOL (1998)</b> Size of Occupation: Large (120 to 140) Growth Rate: Faster than average	<u><b>NON-UNION/UNION</b></u>			
	New Hires, No Experience	\$5.75-34.25	\$6.50	Good
	New Hires, Experienced	\$5.75-36.00	\$7.50	Good
	Experienced, 3 Years With Firm	\$7.00-37.75	\$9.00	
<b>TEACHERS, SECONDARY (1992)</b> Size of Occupation: Very large (211 and above by 1996) Growth Rate: Information not available	<u><b>UNION</b></u>			
	New Hires, No Experience	\$22,000-25,000/yr	\$23,000	Competitive
	New Hires, Experience	\$25,000-38,400/yr	\$28,000	Competitive
	Experienced, 3 Years With Firm	\$25,000-42,000/yr	\$29,000	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$20,000-25,000/yr	\$23,000	Competitive
	New Hires, Experienced	\$25,000-35,000/yr	\$30,000	Competitive
	Experienced, 3 Years With Firm	\$25,000-40,000/yr	\$33,000	

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>TEACHERS - SECONDARY (1997)</b> Size of Occupation: Very large (401 and 481 by 2000) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$23,100-28,800/yr \$26,000-35,600/yr \$26,000-41,000/yr	\$26,000 \$30,593 \$31,299	Good Competitive
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$24,000-26,014/yr \$27,598-32,000/yr \$29,429-36,345/yr	\$25,000 \$29,429 \$30,000	Good Competitive
<b>TELEPHONE &amp; CABLE TV LINE INSTALLERS &amp; REPAIRERS (1996)</b> Size of Occupation: Medium (75 by 2000) Growth Rate: Not available	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$7.00-\$9.00 \$8.75-16.75 \$10.00-20.00	\$8.44 \$9.50 \$13.25	Competitive Good
	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$12.50-15.40 \$15.00-16.40 \$18.40-20.00	\$13.95 \$15.70 \$19.20	Competitive Good
<b>TELLERS (1990)</b> Size of Occupation: Very large (220 to 240 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-8.50 \$5.00-9.25 \$5.50-10.00	\$5.91 \$6.50 \$7.42	Competitive Good
<b>TITLE SEARCHERS (1992)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-8.24 \$5.18-11.18 \$7.53-14.00	\$6.10 \$8.82 \$11.18	Competitive Very good
<b>TRAFFIC, SHIPPING &amp; RECEIVING CLERKS (1992)</b> Size of Occupation: Large (190 to 200 by 1996) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-6.50 \$4.75-12.62 \$6.00-13.48	\$5.00 \$6.00 \$8.00	Very competitive Good
<b>TRAVEL AGENTS (1992)</b> Size of Occupation: Small (30 to 40 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-6.00 \$5.00-8.00 \$6.00-8.00	\$5.00 \$6.00 \$7.00	Competitive Good

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<b>TREE TRIMMERS (1997)</b> Size of Occupation: Information not available Growth Rate: Information not available	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.00-8.00 \$7.00-11.00 \$12.00-18.00	\$7.00 \$10.00 \$13.00	Good Very good
<b>TRUCK DRIVERS, HEAVY (1991)</b> Size of Occupation: Very large (310 to 400 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.00-12.50 \$7.00-14.10 \$8.55-16.47	\$9.00 \$10.00 \$11.35	Competitive Good
<b>TRUCK DRIVERS, HEAVY (1993 update)</b> Size of Occupation: Very large (310 to 400 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-14.00 \$9.00-16.00 \$9.50-18.00	\$8.00 \$11.00 \$12.00	Good Good
<b>TRUCK DRIVERS, HEAVY (1996)</b> Size of Occupation: Very large (390 to 455 by 2000) Growth Rate: Average	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm <u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$6.25-12.00 \$8.00-15.00 \$9.50-15.00 \$10.00-10.00 \$10.00-12.96 \$12.00-14.96	\$7.00 \$10.00 \$12.00 \$10.00 \$11.48 \$13.48	Good Good Good Good Good
<b>TRUCK DRIVERS, LIGHT, Includes delivery and route workers (1990)</b> Size of Occupation: Very large (200 to 250 by 1996) Growth Rate: Average	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$11.42-11.42 \$11.42-11.42 \$16.00-16.00 \$4.75-7.00 \$5.50-9.00 \$6.00-9.25	\$11.42 \$11.42 \$16.00 \$5.40 \$6.45 \$8.00	Good Good Good Good Good
<b>TRUCK DRIVERS, LIGHT, Includes delivery and route workers (1995)</b> Size of Occupation: Very large (225 - 285 by 1998) Growth Rate: Average (Union employers tend to pay at high end.)	<u><b>NON-UNION and UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$4.75-12.50 \$5.00-12.50 \$5.50-19.00	\$6.00 \$7.00 \$9.00	Competitive Competitive

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>TRUCK DRIVERS, LIGHT, Includes delivery and route workers (1998)</b> Size of Occupation: Very large (240 to 270) Growth Rate: Average	<u><b>NON-UNION/UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$5.75-10.50 \$5.75-21.00 \$6.00-22.50	\$6.50 \$10.00 \$12.18	Competitive Good
<b>URBAN &amp; REGIONAL PLANNERS (1994)</b> Size of Occupation: Small (45 to 45 by 1996) Growth Rate: No significant change	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm <u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$10.80-12.74 \$11.90-14.08 \$12.00-15.55 \$12.00-12.00 \$14.45-21.65 \$15.40-23.10	\$12.00 \$14.00 \$15.00 \$12.00 \$15.00 \$17.00	Competitive Good Competitive Good
<b>VETERINARY ASSISTANTS (1993)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-6.50 \$5.00-9.00 \$6.00-9.00	\$5.00 \$5.50 \$6.50	Good Good
<b>VETERINARY ASSISTANTS (1997)</b> Size of Occupation: Small (20 to 25 by 2000) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-6.00 \$5.00-8.00 \$6.00-10.00	\$5.70 \$6.50 \$7.50	Good Good
<b>VETERINARY TECHNICIANS &amp; TECHNOLOGISTS (1993)</b> Size of Occupation: Information not available Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-7.00 \$5.00-7.50 \$6.00-9.50	\$5.00 \$6.75 \$8.50	Good Very good
<b>VETERINARY TECHNICIANS &amp; TECHNOLOGISTS (1997)</b> Size of Occupation: Small (15 to 19 by 2000) Growth Rate: Information not available	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-9.00 \$7.00-10.00 \$8.00-12.00	\$6.50 \$7.75 \$9.50	Good Good

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Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>VOCATIONAL &amp; EDUCATIONAL COUNSELORS (1996)</b> Size of Occupation: Medium (105 to 115 by 2000) Growth Rate: Slower than average	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$7.00-11.75 \$7.00-22.25 \$7.75-27.50	\$9.23 \$12.37 \$16.47	Competitive Good
	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$13.43-13.64 \$9.50-15.81 \$11.60-17.08	\$13.53 \$13.43 \$14.38	Competitive Good
<b>WAITERS &amp; WAITRESSES (1990)</b> Size of Occupation: Very large (800 to 1040 by 1996) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.25-4.50 \$4.25-5.00 \$4.25-6.00	\$4.25 \$4.25 \$4.25	Good Good
<b>WAITERS &amp; WAITRESSES (1998)</b> Size of Occupation: Very large (910 to 1080) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-5.75 \$5.75-6.25 \$5.75-7.00	\$5.75 \$5.75 \$5.75	Competitive Good
<b>WATER &amp; LIQUID WASTE TREATMENT PLANT OPERATORS (1994)</b> Size of Occupation: Small (50 to 50 by 1998) Growth Rate: No significant change	<u><b>UNION</b></u> New Hires, No Experience New Hires, Experience Experienced, 3 Years With Firm	\$8.00-14.50 \$8.50-14.50 \$10.50-15.95	\$11.27 \$12.73 \$15.43	Competitive Good
	<u><b>NON-UNION</b></u> New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.00-12.50 \$6.50-14.00 \$7.50-16.00	\$8.50 \$9.00 \$12.00	Competitive Good
<b>WELDERS &amp; CUTTERS (1994)</b> Size of Occupation: Medium (75 to 80 by 1998) Growth Rate: Slower than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$4.50-7.00 \$6.00-17.00 \$8.00-20.00	\$5.75 \$10.00 \$14.00	Very good Good
<b>WELDERS &amp; CUTTERS (1998)</b> Size of Occupation: Small (50 to 60) Growth Rate: Faster than average	New Hires, No Experience New Hires, Experienced Experienced, 3 Years With Firm	\$5.75-8.00 \$6.00-15.00 \$8.00-17.75	\$7.00 \$8.50 \$12.00	Competitive Good

# MOTHER LODGE CONSORTIUM--SUMMARY OF WAGES AND SUPPLY/DEMAND

As Reported by Responding Employers  
for 1990 through 1998 Surveys

Occupation, Year Surveyed, Size and Growth Rate (EDD Projections 1989-1996, 1992-1998, 1993-2000, and 1995-2002)	Hourly Wage Range (year surveyed)		Median Wage	Job Opportunities
<b>WELFARE ELIGIBILITY WORKERS &amp; INTERVIEWERS (1991)</b> Size of Occupation: Medium (100 to 120 by 1996) Growth Rate: Slower than average	<u><b>UNION</b></u>			
	New Hires, No Experience	\$7.46-7.46	\$7.46	Very competitive
	New Hires, Experience	\$7.06*-8.16	\$7.61	Good
	Experienced, 3 Years With Firm	\$9.00-9.40	\$9.20	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$7.85-9.05	\$8.45	Very competitive
	New Hires, Experienced	\$8.24-9.05	\$8.64	Good
<b>WELFARE ELIGIBILITY WORKERS &amp; INTERVIEWERS (1997)</b> Size of Occupation: Medium (102 to 113 by 2000) Growth Rate: Slower than average	Experienced, 3 Years With Firm	\$9.07-10.85	\$9.96	
	<u><b>UNION</b></u>			
	New Hires, No Experience	\$8.54-9.57	\$9.34	Competitive
	New Hires, Experience	\$9.34-12.20	\$10.49	Competitive
	Experienced, 3 Years With Firm	\$10.81-12.64	\$11.94	
	<u><b>NON-UNION</b></u>			
	New Hires, No Experience	\$10.34-10.34	\$10.34	Competitive
<b>WINE FERMENTERS (1995)</b> Size of Occupation: Small (Projections to 1998 not available) Growth Rate: Remain stable	New Hires, Experienced	\$11.75-11.75	\$11.75	Competitive
	Experienced, 3 Years With Firm	\$13.61-13.61	\$13.61	
	New Hires, No Experience	\$5.50-13.00	\$7.00	Competitive
	New Hires, Experienced	\$6.00-14.00	\$7.50	Competitive
	Experienced, 3 Years With Firm	\$7.00-14.50	\$9.00	



# ***1998 Occupational Summaries***

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The twenty occupational summaries listed below appear in this section. Data for these occupations were collected the spring/summer of 1998.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## ***1998 Occupations Surveyed***

Amusement and Recreation Attendants

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Bartenders

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Child Care Workers

Dental Assistants

Firefighters

First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations

First Line Supervisors and Manager/Supervisors-Sales and Related Occupations

General Managers and Top Executives

Hotel Desk Clerks

Instructional Aides

Laborers, Landscaping and Groundskeeping

Nurse Aides

Painters, Paperhangers - Construction and Maintenance

Receptionists and Information Clerks

Teachers, Preschool

Truck Drivers, Light - Including Delivery and Route Workers

Waiters and Waitresses

Welders and Cutters

# Amusement and Recreation Attendants

---

OES Code: 680140

368 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 33%; some college, but no degree, 53%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 47%; usually, 53%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 20%; sometimes, 60%; usually, 13%; always, 7%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Most** (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 158 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 40%; growth, 13%; temporary/seasonal positions, 34%. Turnover rate was 23%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (290 to 380)

Growth Rate, 1995-2002: 31.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is a **little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and both inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to make change. Possess telephone answering skills.

**Physical:** Able to stand for prolonged periods. Possess good physical condition

**Personal:** Able to work independently. Possess public contact skills, and willing to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 4 answered this question.)

Knowledge of computers, new computer programs, desktop publishing and gold rush history. Able to use computerized cash register and administer first aid.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Amusement and Recreation Attendants

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 -11.50	\$5.75
New Hires, Experienced	5.75 -12.25	6.00
Experienced, 3 Years With Firm	6.50 -14.25	8.00

(7% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	89%	0%
Dental insurance	44%	0%
Vision insurance	22%	0%
Life insurance	56%	0%
Paid sick leave	44%	22%
Paid vacation	89%	22%
Retirement plan	22%	11%
Child care	11%	0%

## Hours and Gender

Full time, 47%, avg 40 hrs/wk	Part time, 32%, avg 22 hrs/wk	Temporary/On call, 1%, avg 8 hrs/wk
Seasonal, 20%, avg 35 hrs/wk	Male employees, 214 (58%)	Female employees, 154 (42%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	33%
Newspaper ads	67%	Private school referrals	7%
Private employment agencies	7%	Employment Development Dept.	20%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	27%	Word-of-mouth	20%

## Where the Jobs Are (in survey area)

Amusement and recreation services; public golf courses; hotels and motels; marinas; gift, novelty and souvenir shops; bowling centers; religious organizations

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to trip leader, guide, office, supervisor, and manager.

## Related Dictionary Of Occupational Titles and Codes

195.367-030 Recreation Aide	341.683-010 Golf-Range Attendant
340.367-010 Desk Clerk, Bowling Floor	343.464-010 Gambling Dealer
341.367-010 Recreation-Facility Attendant	343.467-010 Cardroom Attendant 1
341.665-010 Ski-Tow Operator	343.467.014 Floor Attendant
341.677-010 Caddie	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 471.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# **Assemblers and Fabricators** - *Except Machine, Electrical, Electronic and Precision*

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OES Code: 939560

244 Jobs Represented by the 17 Employers Responding

## **Description of Occupation**

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 94%; some college, but no degree, 6%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 47%; usually, 35%; always, 6%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 29%; sometimes, 41%; usually, 12%; always, 18%. Previous experience required ranged from 6 to 24 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends and Size of Occupation**

**Some** (35%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (65%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 52%; growth, 26%; temporary/seasonal positions, 11%. Turnover rate was 18%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Large (160 to 200)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to perform assembly work and use hand tools.

**Physical:** Able to use hands, arms, and fingers and stand continuously for 2 or more hours. Possess good eye-hand coordination and manual dexterity.

**Personal:** Able to apply common sense; work independently; and perform routine, repetitive work. Possess interpersonal skills and a willingness to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess basic math skills.

**New skills needed over the next three years :** (Out of 17 firms, 4 answered this question.)

Soldering, refrigerant handling, and surface mount technology

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.75 - 15.00	7.00
Experienced, 3 Years With Firm	6.75 - 18.00	9.50

(6% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 17 firms, 15 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	67%	7%
Dental insurance	47%	0%
Vision insurance	0%	0%
Life insurance	27%	0%
Paid sick leave	47%	13%
Paid vacation	87%	13%
Retirement plan	33%	7%
Child care	0%	0%

## **Hours and Gender**

Full time, 90%, avg 40 hrs/wk	Part time, 7%, avg 23 hrs/wk	Temporary/On call, 2%, avg 34 hrs/wk
Seasonal, 1%, avg 40 hrs/wk	Male employees, 107 (44%)	Female employees, 137 (56%)

## **Recruitment Methods** (Out of 17 firms, 17 answered this question.)

Employees' referrals	82%	Public school/ program referrals	12%
Newspaper ads	53%	Private school referrals	6%
Private employment agencies	12%	Employment Development Dept	24%
Unsolicited applicants	41%	Union Hall referrals	6%
In-house promotion or transfer	12%	Former Employers	6%

## **Where the Jobs Are** (in survey area)

Plumbing, heating, and air-conditioning contractors; industrial machinery and equipment wholesalers; manufacturers of: electronic computers, radio and TV communications equipment, marking devices, truck and bus bodies, wood kitchen cabinets, process control instruments, musical instruments, plastics products, structural wood members, air and gas compressors, prefabricated wood buildings and components

## **Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

**Many** (59%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to managers, shipping, post-production, service technician, technician II, specialist I and II, solder tester, and shop technician.

## **Related Dictionary Of Occupational Titles and Codes**

700.684-014 Assembler	710.381-010 Assembler II
700.687-010 Assembler	730.684-010 Assembler, Musical Instruments
706.684-018 Assembler, Product	731.684-018 Toy Assembler
706.687-010 Assembler, Production	762.684-014 Assembler, Component

## **Additional Information**

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Bartenders

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OES Code: 650050

63 Jobs Represented by the 17 Employers Responding

## Description of Occupation

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 59%; some college, but no degree, 29%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 59%; usually, 23%; always, 6%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 30%; usually, 35%; always, 35%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Most** (70%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **A few** (12%) expect it to decline. Responding employers reported 26 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 15%; people in permanent positions leaving firms, 50%; growth, 4%; temporary/seasonal positions, 31%. Turnover rate was 27%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (230 to 240)

Growth Rate, 1995-2002: 4.3%, Slower than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to operate a cash register. Possess cash handling skills and knowledge of drink recipes.

**Physical:** Able to stand continuously for 2 or more hours, tolerate cigarette smoke, and lift at least 50 lbs. repeatedly. Possess good memory skills.

**Personal:** Able to work independently, under pressure and to deal effectively with difficult individuals. Possess public contact skills, a willingness to work with close supervision, and work part-time.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 17 firms, 3 answered this question.)

Product knowledge, computers and point of sale terminals.

---

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 7.00	\$ 6.00
New Hires, Experienced	5.75 - 8.00	6.25
Experienced, 3 Years With Firm	5.75 - 9.00	7.00

(0% of responding employers employ union workers in this occupation. Most responding employers report their employees in this occupation receive tips ranging from \$1.00 to \$15.00 per hour.)

## Benefits Offered (Out of 17 firms, 6 offer benefits.)

	Full Time	Part Time
Medical insurance	67%	0%
Dental insurance	33%	0%
Vision insurance	17%	0%
Life insurance	33%	0%
Paid sick leave	17%	33%
Paid vacation	67%	33%
Retirement plan	33%	0%
Child care	0%	0%

## Hours and Gender

Full time, 46%, avg 38 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 11%, avg 12 hrs/wk
Seasonal, 5%, avg 35 hrs/wk	Male employees, 27 (43%)	Female employees, 36 (57%)

## Recruitment Methods (Out of 17 firms, 17 answered this question.)

Employees' referrals	65%	Public school/ program referrals	6%
Newspaper ads	47%	Private school referrals	0%
Private employment agencies	6%	Employment Development Dept	35%
Unsolicited applicants	35%	Union Hall referrals	0%
In-house promotion or transfer	47%	Word-of-mouth	6%

## Where the Jobs Are (in survey area)

Drinking places, hotels and motels, eating places, civic and social associations, bowling centers, public golf courses

## Promotional Opportunities (Out of 17 firms, 16 answered this question.)

**Many** (50%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to server, assistant manager, manager, bar manager, food and beverage management, beverage director and management.

## Related Dictionary Of Occupational Titles and Codes

312.474-010 Bartender  
312.477-010 Bar Attendant  
312.677-010 Taproom Attendant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 311.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers***

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OES Code: 553380

76 Jobs Represented by the 24 Employers Responding

## **Description of Occupation**

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 33%; some college, but no degree, 54%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 4%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 71%; usually, 12%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 8%; usually, 13%; always, 79%. Previous experience required ranged from 8 to 60 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (96%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (4%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 32%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 5%. Turnover rate was 21%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (850 to 860)

Growth Rate, 1995-2002: 12.0%, Slower than average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate office machines and a 10-key adding machine by touch, follow specialized bookkeeping procedures, and use computers in accounting applications. Possess accounting, bookkeeping, English grammar, spelling, punctuation, spreadsheet, word processing, and database software skills; and knowledge of accounting and auditing terms.

**Physical:** Able to concentrate for long periods of time, sit continuously for 2 or more hours, and perform precision work. Possess good memory skills.

**Personal:** Able to perform routine, repetitive work; pay attention to detail; and work independently. Possess a willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 24 firms, 5 answered this question.)

Tax preparation courses and computer and technology skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

---



# ***Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 10.50	\$ 7.00
New Hires, Experienced	6.00 - 13.75	9.00
Experienced, 3 Years With Firm	6.00 - 15.25	11.07

(13% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 24 firms, 23 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	91%	13%
Dental insurance	57%	9%
Vision insurance	52%	4%
Life insurance	43%	9%
Paid sick leave	65%	9%
Paid vacation	91%	9%
Retirement plan	52%	4%
Child care	0%	0%

## **Hours and Gender**

Full time, 86%, avg 40 hrs/wk      Part time, 12%, avg 27 hrs/wk      Temporary/On call, 1%, avg 10 hrs/wk  
Seasonal, 1%, avg 25 hrs/wk      Male employees, 2 (3%)      Female employees, 74 (97%)

## **Recruitment Methods** (Out of 24 firms, 23 answered this question.)

Employees' referrals	52%	Public school/ program referrals	13%
Newspaper ads	74%	Private school referrals	0%
Private employment agencies	22%	Employment Development Dept	17%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	48%	Applications on file,	13%
		State employment list, other business referrals	

## **Where the Jobs Are** (in survey area)

Amusement and recreation services; elementary and secondary schools; state commercial banks; general medical and surgical hospitals; accounting, auditing, and bookkeeping services; correctional institutions; auto and home supply stores; grocery stores; civic and social associations; hotels and motels; single-family housing construction contractors; new and used car dealers; insurance agents, brokers, and services; social services; gasoline service stations; local government

## **Promotional Opportunities** (Out of 24 firms, 23 answered this question.)

**Some** (30%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to accounting technician, accounting officer, accountant I, senior accountant, accounting manager, and director of business services.

## **Related Dictionary Of Occupational Titles and Codes**

210.382-010 Audit Clerk	210.382-046 General-Ledger Bookkeeper
210.382-014 Bookkeeper	216.482-010 Accounting Clerk

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 282; the **California Occupational Guide**, No. 26. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Child Care Workers

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OES Code: 680380

113 Jobs Represented by the 16 Employers Responding

## Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 19%; some college, but no degree, 75%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 50%; usually, 31%; always, 6%. Most (75%) of responding employers require Early Childhood Education units.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 12%; sometimes, 25%; usually, 44%; always, 19%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Many** (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **A few** (6%) expect it to decline. Responding employers reported 41 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 12%; people in permanent positions leaving firms, 44%; growth, 34%; temporary/seasonal positions, 10%. Turnover rate was 20%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (100 to 100)

Growth Rate, 1995-2000: 0.0%, Remain stable

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to work with children having special needs, synthesize information, administer emergency first aid, and write effectively. Possess oral reading skills, and knowledge of early childhood development and sanitary work environment.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 40 lbs repeatedly. Possess good physical condition.

**Personal:** Able to handle crisis situations, work independently, work under pressure, exercise patience, and make decisions. Possess good work record, clean police record, good grooming skills, imagination, creativity, willingness to work with close supervision and understand a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years :** (Out of 16 firms, 5 answered this question.)  
Computer skills, child center permit and continuous education

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Child Care Worker

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.00 - 11.00	\$6.50
New Hires, Experienced	5.75 - 11.75	7.00
Experienced, 3 Years With Firm	6.00 - 12.75	8.75

(13% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 16 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	70%	40%
Dental insurance	30%	30%
Vision insurance	30%	30%
Life insurance	10%	0%
Paid sick leave	60%	50%
Paid vacation	60%	50%
Retirement plan	40%	40%
Child care	50%	50%

## Hours and Gender

Full time, 61%, avg 38 hrs/wk	Part time, 35%, avg 22 hrs/wk	Temporary/On call, 4%, avg 12 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 11 (10%)	Female employees, 102 (90%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	19%
Newspaper ads	88%	Private school referrals	6%
Private employment agencies	6%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	19%	Community college, Other day care operators	13%

## Where the Jobs Are (in survey area)

Child day care services, residential care services, elementary and secondary schools, bowling centers

## Promotional Opportunities (Out of 16 firms, 15 answered this question.)

**Many** (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to aide-teacher, provisional teacher, assistant teacher, teacher, teacher II, head teacher, instructor, child care worker supervisor, coordinator, assistant director, director, management.

## Related Dictionary Of Occupational Titles and Codes

355.674-010 Child-Care Attendant, School	359.677-018 Nursery School Attendant
359.677-010 Attendant, Children's Institution	359.677-026 Playroom Attendant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 505. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Dental Assistants

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OES Code: 660020

90 Jobs Represented by the 25 Employers Responding

## Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 32%; some college, but no degree, 56%; Associate (2 year) Degree, 12%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 60%; usually, 24%; always, 4%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 4%; sometimes, 12%; usually, 48%; always, 36%. Previous experience required ranged from 8 to 24 months.

**Positions requiring license or certification:** Registered Dental Assistant

## Employment Trends and Size of Occupation

**Many** (56%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 24 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 4%; people in permanent positions leaving firms, 67%; growth, 25%; temporary/seasonal positions, 4%. Turnover rate was 19%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (90 to 110)

Growth Rate, 1995-2002: 22.2%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow laboratory procedures, maintain equipment, perform or assist with dental procedures, instruct patients in oral hygiene, maintain an appointment calendar and write effectively. Possess a Registered Dental Assistant (RDA) Certificate, Radiation Safety Certificate, record keeping skills, telephone answering and word processing skills, and knowledge of dental materials and understand coronal polishing.

**Physical:** Able to lift at least 10 lbs. repeatedly. Possess good hearing, vision, physical condition, and manual dexterity.

**Personal:** Able to work as part of a team, work independently, exercise patience, relate to patients. Possess a high standard of personal cleanliness; good grooming, listening, and public contact skills; a willingness to work with close supervision and tactfulness.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 25 firms, 12 answered this question.)

Assisting with microscope, computer, communications, psychology, lab, making temps, acrylic temps for crowns, ortho assisting, sealants, new techniques, and Registered Dental Assistant training

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Dental Assistants

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$6.00 - 10.00	\$ 7.00
New Hires, Experienced	7.00 - 13.00	10.00
Experienced, 3 Years With Firm	9.25 - 17.00	12.00

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 25 firms, 24 offer benefits.)

	Full Time	Part Time
Medical insurance	46%	13%
Dental insurance	50%	4%
Vision insurance	0%	0%
Life insurance	4%	4%
Paid sick leave	50%	33%
Paid vacation	75%	33%
Retirement plan	46%	13%
Child care	0%	4%

## Hours and Gender

Full time, 61%, avg 39 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 1%, avg 5 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 0 (0%)	Female employees, 90 (100%)

## Recruitment Methods (Out of 25 firms, 24 answered this question.)

Employees' referrals	54%	Public school/ program referrals	21%
Newspaper ads	67%	Private school referrals	21%
Private employment agencies	4%	Employment Development Dept	8%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	4%

## Where the Jobs Are (in survey area)

Offices and clinics of dentists

## Promotional Opportunities (Out of 25 firms, 25 answered this question.)

**Some** (32%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to Registered Dental Assistant program, senior assistant, management.

## Related Dictionary Of Occupational Titles and Codes

079.361-018 Dental Assistant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 313; the **California Occupational Guide**, No. 27; and the **California License Handbook**, Fifth Edition 1997, page 45. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Firefighters

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OES Code: 630080

298 Jobs Represented by the 11 Employers Responding

## Description of Occupation

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 9%; some college, but no degree, 82%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 27%; sometimes, 37%; usually, 36%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 9%; sometimes, 18%; usually, 27%; always, 46%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** Many (55%) of responding employers require Fire Fighter I Certification.

## Employment Trends, Size

**Almost all** (82%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 192 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 1%; growth, 1%; temporary/seasonal positions, 96%. Turnover rate was 2%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (80 to 100)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to administer emergency first aid, take vital signs, and write effectively. Possess valid class B driver's license, Emergency Medical Technician certificate, problem solving skills, State Firefighter I certificate, and knowledge of medical terminology.

**Physical:** Able to climb to high places, pass a pre-employment medical examination, pass a physical performance test, sit or stand continuously for 2 or more hours, perform precision work, and lift 100 lbs. repeatedly. Possess good vision, color perception, and hearing; agility; coordination; and manual dexterity.

**Personal:** Able to meet deadlines, interact well with others, work under pressure, work independently, and handle crisis situations. Possess public contact skills, a clean police record, a willingness to work with close supervision and work nights, weekends, and holidays.

**Basic:** Able to think logically, write legibly, and read and follow instructions. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 11 firms, 6 answered this question.)

Paramedic, management, computer, public speaking, technical rescue, hazardous materials handling, and new fire service technical skills.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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## Hourly Wages (July/August 1998)

	NON-UNION		UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$7.52	\$5.75 - 8.30	\$ 7.00
New Hires, Experienced	5.50 - 10.00	7.35	5.75 - 9.92	8.30
Experienced, 3 Years With Firm	5.75 - 16.00	8.25	6.09 - 11.54	10.26

(45% of responding employers employ union workers in this occupation. When working 24- plus hour shifts, firefighters are furnished with room and board.)

## Benefits Offered (Out of 11 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	100%	0%
Dental insurance	78%	0%
Vision insurance	56%	0%
Life insurance	89%	11%
Paid sick leave	89%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	0%	0%

## Hours and Gender

Full time, 35%, avg 50 hrs/wk      Part time, 3%, avg 14 hrs/wk      Temporary/On call, 23%, avg 40 hrs/wk  
Seasonal, 39%, avg 79 hrs/wk      Male employees, 212 (71%)      Female employees, 86 (29%)  
(Many, [46%] employees represented work 24 hour shifts that are a combination of 3 days on/off and 4 days on/off or nine 24 hour shifts in a 24 day period.)

## Recruitment Methods (Out of 11 firms, 11 answered this question.)

Employees' referrals	45%	Public school/ program referrals	36%
Newspaper ads	64%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	9%
Unsolicited applicants	18%	Union Hall referrals	0%
In-house promotion or transfer	55%	Word-of-mouth, Volunteers, State list	27%

## Where the Jobs Are (in survey area)

Federal, state, county, and city government

## Promotional Opportunities (Out of 11 firms, 11 answered this question.)

**Almost all** (91%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to seasonal firefighter, firefighter, resident firefighter, engineer, fire apparatus engineer, fire engineer, captain, fire captain, lieutenant, duty officer, assistant chief, chief, fire chief, management.

## Related Dictionary Of Occupational Titles and Codes

373.368-010	Fire Chief's Aide	452.364-014	Smoke Jumper
373.364-010	Fire Fighter	452.687-014	Forest-Fire Fighter
373.663-010	Fire Fighter, Crash, Fire, and Rescue		

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 299; the **California Occupational Guide**, No. 241. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations***

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OES Code: 510020

79 Jobs Represented by the 18 Employers Responding

## **Description of Occupation**

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 39%; some college, but no degree, 33%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 22%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 28%; sometimes, 50%; usually, 22%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 5%; usually, 28%; always, 61%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (94%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (6%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 36%; people in permanent positions leaving firms, 57%; growth, 7%; temporary/seasonal positions, 0%. Turnover rate was 17%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (350 to 410)

Growth Rate, 1995-2002: 17.1%, Faster than average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to manage an activity or department, plan and organize the work of others, operate office machines, hire and assign personnel, analyze data to solve problems, synthesize information and write effectively. Possess report writing, record keeping, proofreading, problem solving, supervisory, office management, and computer spreadsheet, word processing, and data base software skills.

**Physical:** Able to sit continuously for 2 or more hours.

**Personal:** Able to work as part of a team, meet deadlines, use time effectively, pay attention to detail, work independently, work under pressure, and make decisions. Possess organizational, interpersonal, customer service, and creativity skills.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 18 firms, 7 answered this question.)

Computer, sales, and stress management skills, knowledge of windows and computerized accounting software

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$7.00 - 15.25	\$11.49
New Hires, Experienced	7.50 - 19.25	11.66
Experienced, 3 Years With Firm	9.25 - 24.25	14.63

(6% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 18 firms, 18 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	94%	6%
Dental insurance	78%	6%
Vision insurance	61%	6%
Life insurance	83%	6%
Paid sick leave	83%	6%
Paid vacation	89%	6%
Retirement plan	67%	0%
Child care	6%	0%

## **Hours and Gender**

Full time, 94%, avg 40 hrs/wk	Part time, 6%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 7 (9%)	Female employees, 72 (91%)

## **Recruitment Methods** (Out of 18 firms, 18 answered this question.)

Employees' referrals	28%	Public school/ program referrals	0%
Newspaper ads	56%	Private school referrals	0%
Private employment agencies	28%	Employment Development Dept	22%
Unsolicited applicants	17%	Union Hall referrals	0%
In-house promotion or transfer	50%	Other businesses, Capitol Weekly, Employment Weekly, job training agency, applications on file	22%

## **Where the Jobs Are** (in survey area)

State commercial banks; insurance agents, brokers and services; skilled nursing care facilities; general medical and surgical hospitals; libraries; job training and related services; title abstract offices; administration of social and manpower programs; disinfecting and pest control services; national commercial banks; plumbing, heating and air- conditioning contractors; sawmills and planing mills, general; civic and social associations; accounting, auditing, and bookkeeping services, correctional institutions

## **Promotional Opportunities** (Out of 18 firms, 17 answered this question.)

**Most** (65%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales representative, loan officer, bookkeeper, office manager, office services supervisor II (general), supervisor II and III, program manager, controller, director.

## **Related Dictionary Of Occupational Titles and Codes**

168.167-058	Manager Customer Service	211.137-010	Supervisor, Cashiers
203.137-010	Supervisor, Word Processing	211.137-022	Supervisor, Tellers
206.137-010	Supervisor, Files	215.137-014	Supervisor, Payroll
210.132-010	Supervisor, Audit Clerks	216.132-010	Supervisor, Accounting Clerks

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 260; and the **California Occupational Guide**, No.59. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***First Line Supervisors and Manager/Supervisors - Sales and Related Occupations***

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OES Code: 410020

98 Jobs Represented by the 15 Employers Responding

## **Description of Occupation**

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 20%; some college, but no degree, 60%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 53%; usually, 20%; always, 13%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 27%; usually, 13%; always, 60%. Previous experience required ranged from 2 to 48 months.

**Positions requiring license or certification:** Not applicable

## **Employment Trends and Size of Occupation**

**Almost all** (80%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (20%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 19%; people in permanent positions leaving firms, 50%; growth, 12%; temporary/seasonal positions, 19%. Turnover rate was 11%.

## **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (410 to 470)

Growth Rate, 1995-2002: 14.6%, Average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to manage an activity or department, plan and organize the work of others, apply sales techniques, hire and assign personnel, analyze data to solve problems, write effectively, apply inventory control methods, and synthesize information. Possess business math, record keeping, verbal presentation, problem solving, spreadsheet, and word processing skills.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to motivate others, handle crisis situations, use time effectively, work independently, work under pressure, exercise patience, manage a multicultural workforce, make decisions, and consider long-range effects of decisions. Possess tactfulness, creativity, public contact and customer service skills; understand a variety of cultures; willingness to work nights, weekends, and holidays.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 15 firms, 3 answered this question.)

Coaching, mentoring, word processing, sales and marketing expense projections

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***First Line Supervisors and Manager/Supervisors - Sales and Related Occupations***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$6.50 - 20.50	\$ 9.65
New Hires, Experienced	6.50 - 36.00	12.25
Experienced, 3 Years With Firm	8.00 - 72.00	17.68

(7% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 15 firms, 15 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	93%	0%
Dental insurance	87%	0%
Vision insurance	67%	0%
Life insurance	73%	0%
Paid sick leave	67%	0%
Paid vacation	87%	0%
Retirement plan	67%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 96%, avg 41 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 40 hrs/wk	Male employees, 42 (43%)	Female employees, 56 (57%)

## **Recruitment Methods** (Out of 15 firms, 15 answered this question.)

Employees' referrals	47%	Public school/ program referrals	7%
Newspaper ads	67%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	20%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	73%	Industry contacts	7%

## **Where the Jobs Are** (in survey area)

Department stores; grocery stores; amusement and recreation services; new and used car dealers; lumber and building material suppliers; auto and home supply stores; miscellaneous general merchandise stores; radio, TV and electronic stores; gasoline service stations; wine and distilled beverage wholesalers; stationery stores

## **Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Many** (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to store manager, area manager, vice-president, and management.

## **Related Dictionary Of Occupational Titles and Codes**

185.167-038 Manager, Parts	187.167-138 Manager, Sales
185.167-046 Manager, Retail Store	299.137-010 Manager, Department

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 243; the **California Occupational Guide**, No. 59 & 242. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# General Managers and Top Executives

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OES Code: 190050

52 Jobs Represented by the 16 Employers Responding

## Description of Occupation

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 12%; some college, but no degree, 25%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 31%; Graduate Study, 19%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 44%; sometimes, 44%; usually, 6%; always, 6%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 6%; usually, 25%; always, 69%. Previous experience required ranged from 12 to 60 months.

**Positions requiring license or certification:** Not Applicable

## Employment Trends and Size of Occupation

**All** (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 64%; growth, 36%; temporary/seasonal positions, 0%. Turnover rate was 17%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (1020 to 1190)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to plan and organize the work of others, conduct performance appraisals, hire and assign personnel, interview others for information, give oral instructions, analyze data to solve problems, interpret data, and write effectively. Possess business math, financial planning, spreadsheet, word processing, and database skills; knowledge of economic principles; and knowledge of the organization including other occupational duties.

**Physical:** None listed

**Personal:** Able to set work priorities, read and comprehend information quickly, motivate others, work independently, work under pressure, maintain good business relationships, and manage unexpected situations or circumstances. Possess leadership, public contact and interpersonal skills.

**Basic:** Possess oral communication skills.

**New skills needed over the next three years :** (Out of 16 firms, 6 answered this question.)

Computer knowledge, internet, new software, and computer bidding

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# General Managers and Top Executives

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$7.25 - 26.00	\$13.10
New Hires, Experienced	8.25 - 30.00	14.25
Experienced, 3 Years With Firm	9.75 - 42.75	17.28

(0% of responding employers stated they employ union workers in this occupation.)

## Benefits Offered (Out of 16 firms, 14 offer benefits.)

	Full Time	Part Time
Medical insurance	93%	0%
Dental insurance	64%	0%
Vision insurance	43%	0%
Life insurance	36%	0%
Paid sick leave	71%	0%
Paid vacation	71%	0%
Retirement plan	36%	0%
Child care	7%	0%

## Hours and Gender

Full time, 98%, avg 40 hrs/wk	Part time, 2%, avg 16 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 20 (38%)	Female employees, 32 (62%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	6%
Newspaper ads	81%	Private school referrals	0%
Private employment agencies	25%	Employment Development Dept	38%
Unsolicited applicants	6%	Union Hall referrals	0%
In-house promotion or transfer	44%	Word-of-mouth	19%

## Where the Jobs Are (in survey area)

Social services; residential care services; real estate agents and managers; single family housing construction contractors; drug stores and proprietary stores; hotels and motels; skilled nursing care facilities; elementary and secondary schools; individual and family social services; job training and related services; manufacturers of: process control instruments; wines, brandy, and brandy spirits products; radio and TV communications equipment; fabricated structural metal products

## Promotional Opportunities (Out of 16 firms, 16 answered this question.)

**Many** (44%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to title officer, district manager, director, corporation positions, and vice-president.

## Related Dictionary Of Occupational Titles and Codes

188.117-082 Director, Medical Facilities Section	189.117-026 President
188.167-058 Manager, Office	189.117-034 Vice-President

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 44. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Hotel Desk Clerks

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OES Code: 538080

184 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 53%; some college, but no degree, 34%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 33%; usually, 40%; always, 27%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 53%; usually, 20%; always, 0%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Many** (53%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (47%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 53 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 42%; growth, 13%; temporary/seasonal positions, 43%. Turnover rate was 13%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (190 to 230)

Growth Rate, 1995-2002: 21.1%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow billing procedures and write effectively. Possess record keeping and cash handling skills; knowledge of local services and entertainment; and word processing, and database.

**Physical:** Able to stand continuously for 2 or more hours.

**Personal:** Able to handle crisis situations, work independently, and work under pressure. Possess good grooming, public contact, and customer service skills; understanding of a variety of cultures; willingness to work with close supervision; and willingness to work on-call, part-time, nights, weekends, and holidays.

**Basic:** Ability to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 2 answered this question.)

Computer skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Hotel Desk Clerks

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.50 - 8.00	6.00
Experienced, 3 Years With Firm	6.00 - 11.00	7.50

(7% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	88%	25%
Dental insurance	75%	25%
Vision insurance	50%	13%
Life insurance	63%	13%
Paid sick leave	38%	50%
Paid vacation	100%	50%
Retirement plan	50%	13%
Child care	13%	0%

## Hours and Gender

Full time, 69%, avg 40 hrs/wk	Part time, 17%, avg 25 hrs/wk	Temporary/On call, 2%, avg 9 hrs/wk
Seasonal, 12%, avg 40 hrs/wk	Male employees, 59 (32%)	Female employees, 125 (68%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	73%	Public school/ program referrals	20%
Newspaper ads	87%	Private school referrals	0 %
Private employment agencies	7%	Employment Development Dept	40%
Unsolicited applicants	47%	Union Hall referrals	0%
In-house promotion or transfer	53%	Other	0%

## Where the Jobs Are (in survey area)

Hotels and motels, trailer parks and campsites

## Promotional Opportunities (Out of 15 firms, 14 answered this question.)

**Most** (79%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office, front office manager, assistant manager, desk manager, manager, management.

## Related Dictionary Of Occupational Titles and Codes

238.367-038 Hotel Clerk

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 267; the **California Occupational Guide**, No.70. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Instructional Aides

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OES Code: 315211

285 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 47%; some college, but no degree, 47%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 20%; usually, 67%; always, 13%. Many (47%) of responding employers state they require an aide certificate or an aide test.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 33%; sometimes, 40%; usually, 27%; always, 0%. Previous experience required ranged from 9 to 14 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (13%) expect it to grow. **Some** (27%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 21%; growth, 17%; temporary/seasonal positions, 57%. Turnover rate was 7%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (700 to 770)

Growth Rate, 1995-2002: 10.8%, Slower than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to write effectively. Possess record keeping, oral reading, classroom management and word processing skills, and knowledge of early childhood development.

**Physical:** None listed.

**Personal:** Able to handle crisis situations, work independently and exercise patience. Possess understanding of a variety of cultures, willingness to work part-time, and willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 6 answered this question.)

Computer technology, classroom hands-on, early childhood education units

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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## Hourly Wages (July/August 1998)

	UNION		NON-UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$7.48 - 11.01	\$8.31	\$6.75 - 11.25	\$7.02
New Hires, Experienced	7.58 - 11.87	8.43	6.75 - 12.25	7.21
Experienced, 3 Years With Firm	8.26 - 12.85	9.41	7.00 - 13.50	8.50

(53% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 15 firms, 12 offer benefits.)

	Full Time	Part Time
Medical insurance	42%	67%
Dental insurance	33%	67%
Vision insurance	33%	67%
Life insurance	8%	17%
Paid sick leave	33%	83%
Paid vacation	42%	83%
Retirement plan	25%	17%
Child care	0%	0%

## Hours and Gender

Full time, 10%, avg 36 hrs/wk	Part time, 74%, avg 21 hrs/wk	Temporary/On call, 16%, avg 9 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 19 (7%)	Female employees, 266 (93%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	13%
Newspaper ads	100%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	7%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	73%	Word-of-mouth	0%

## Where the Jobs Are (in survey area)

Elementary and secondary schools, social services, community college, child day care services

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical, custodian, secretary, attendance clerk, receptionist, coordinator.

## Related Dictionary Of Occupational Titles and Codes

099.327-010 Teacher Aide I	219.467-010 Grading Clerk
249.367-074 Teacher Aide II	249.367-086 Satellite - Instruction Facilitator

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 291; the **California Occupational Guide**, No. 502. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Laborers, Landscaping and Groundskeeping***

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OES Code: 790410

191 Jobs Represented by the 22 Employers Responding

## **Description of Occupation**

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 5%; high school or equivalent, 95%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 4%; sometimes, 64%; usually, 23%; always, 9%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 5%; sometimes, 59%; usually, 36%; always, 0%. Previous experience required ranged from 2 to 36 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends, Size**

**Most** (77%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (23%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 65 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 42%; growth, 18%; temporary/seasonal positions, 31%. Turnover rate was 17%.

### **EDD Occupational Projections 1995 to 2002**

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average

(Projected growth for all occupations is 13.9%.)

## **Supply and Demand Assessment**

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to maintain equipment; use hand tools; and operate power hand tools, and tree and vine trimming equipment. Possess pruning, lawn, and garden care, and landscape maintenance skills; knowledge of gardening tools; and valid driver's license.

**Physical:** Able to work outdoors in all weather conditions, tolerate noise and dust, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess good physical condition.

**Personal:** Able to work independently and interact well with others. Possess good DMV driving record and willingness to work with close supervision and to work part time.

**Basic:** Able to read and follow written and oral instructions. Possess oral communication skills.

**New skills needed over the next three years :** (Out of 22 firms, 2 answered this question.)

Turf grass care, design, and computers

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Laborers, Landscaping and Groundskeeping

## Hourly Wages (July/August 1998)

	NON-UNION		UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$5.75 - 12.00	\$6.00	\$5.75 - 12.36	\$10.99
New Hires, Experienced	5.75 - 14.00	7.00	7.03 - 13.36	10.99
Experienced, 3 Years With Firm	6.50 - 18.00	8.50	10.50 - 14.47	12.33

(23% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 22 firms, 16 offer benefits.)

	Full Time	Part Time
Medical insurance	81%	0%
Dental insurance	63%	0%
Vision insurance	50%	0%
Life insurance	50%	0%
Paid sick leave	50%	0%
Paid vacation	88%	0%
Retirement plan	38%	0%
Child care	6%	0%

## Hours and Gender

Full time, 85%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 3%, avg 15 hrs/wk
Seasonal, 9%, avg 39 hrs/wk	Male employees, 174 (91%)	Female employees, 17 (9%)

## Recruitment Methods (Out of 22 firms, 22 answered this question.)

Employees' referrals	77%	Public school/ program referrals	14%
Newspaper ads	59%	Private school referrals	5%
Private employment agencies	9%	Employment Development Dept	27%
Unsolicited applicants	41%	Union Hall referrals	5%
In-house promotion or transfer	18%	Golf Course Superintendent Network	5%

## Where the Jobs Are (in survey area)

Amusement and recreation services, public golf courses, lawn and garden services, civic and social associations, hotels and motels, trailer parks and campsites, mobile home site operators, administration of social and manpower programs, elementary and secondary schools, residential care facilities, religious organizations, operators of apartment buildings

## Promotional Opportunities (Out of 22 firms, 22 answered this question.)

**Most** (64%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to maintenance worker, facilities maintenance worker II, facilities maintenance worker III, building and grounds maintenance, retail work, department assistant, assistant superintendent, advanced turf technician, irrigation technician, leadman, foreman, supervisor, manager, golf course superintendent

## Related Dictionary Of Occupational Titles and Codes

406.381-010	Gardener, Special Effects and Instruction Models	406.684-018	Garden Worker
406.683-010	Greenskeeper II	406.687-010	Landscape Specialist
406.684-010	Cemetery Worker	408.684-010	Lawn - Service Worker
406.684-014	Groundskeeper, Industrial - Commercial		

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 339; the **California Occupational Guide**, No. 320. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Nurse Aides

OES Code: 660080

482 Jobs Represented by the 13 Employers Responding

## Description of Occupation

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 15%; high school or equivalent, 77%; some college, but no degree, 8%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 8%; sometimes, 69%; usually, 15%; always, 8%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 38%; usually, 31%; always, 23%. Previous experience required ranged from 2 to 12 months.

**Positions requiring license or certification:** Certified Nurses Aide

## Employment Trends and Size of Occupation

**Many** (54%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (46%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 234 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 68%; growth, 23%; temporary/seasonal positions, 1%. Turnover rate was 37%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (420 to 490)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to provide personal services to patients, read labels and instructions, apply transferring techniques moving patients, take vital signs, perform CPR, prepare deceased patients. Possess record keeping skills, understanding of asepsis, Nurses Aide Certification, knowledge of medical terminology and emergency procedures.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

**Personal:** Able to handle crisis situations, work independently, work under pressure, and interact well with others. Possess willingness to work with close supervision, and work nights, weekends, and holidays.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 13 firms, 4 answered this question.)

Use of mechanical devices, updated CPR and first aid skills, computer skills, dementia and Alzheimer's care giver skills, hospice training

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$ 6.54
New Hires, Experienced	5.75 - 8.75	6.50
Experienced, 3 Years With Firm	6.50 - 11.50	8.00

(8% of responding employers state they employ union workers in this occupation.)

## Benefits Offered (Out of 13 firms, 11 offer benefits.)

	Full Time	Part Time
Medical insurance	91%	36%
Dental insurance	73%	36%
Vision insurance	55%	27%
Life insurance	55%	18%
Paid sick leave	82%	36%
Paid vacation	91%	36%
Retirement plan	55%	27%
Child care	0%	0%

## Hours and Gender

Full time, 50%, avg 38 hrs/wk	Part time, 35%, avg 24 hrs/wk	Temporary/On call, 15%, avg 13 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 29 (6%)	Female employees, 453 (94%)

## Recruitment Methods (Out of 13 firms, 13 answered this question.)

Employees' referrals	85%	Public school/ program referrals	23%
Newspaper ads	77%	Private school referrals	15%
Private employment agencies	15%	Employment Development Dept	38%
Unsolicited applicants	31%	Union Hall referrals	0%
In-house promotion or transfer	23%	Word-of-mouth, application on file, The Job Connection	23%

## Where the Jobs Are (in survey area)

Skilled nursing care facilities, general medical and surgical hospitals, residential care facilities, nursing and personal care services, rooming and boarding houses

## Promotional Opportunities (Out of 13 firms, 12 answered this question.)

**Many** (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical positions, meds-aide, medication assistant, office manager.

## Related Dictionary Of Occupational Titles and Codes

354.374-010 Nurse, Practical	355.674-014 Nurse Assistant
354.377-010 Birth Attendant	355.674-018 Orderly
354.677-010 First-Aid Attendant	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 316; the **California Occupational Guide**, No. 442; and the **California License Handbook**, Fifth Edition 1997, page 144. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Painters, Paperhangers - Construction and Maintenance

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OES Code: 874020

28 Jobs Represented by the 12 Employers Responding

## Description of Occupation

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 8%; high school or equivalent, 67%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 75%; usually, 8%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 42%; usually, 25%; always, 25%. Previous experience required ranged from 6 to 42 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Many** (59%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (33%) expect it to grow. **A few** (8%) expect it to decline. Responding employers reported 20 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 20%; growth, 15%; temporary/seasonal positions, 60%. Turnover rate was 18%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (70 to 90)

Growth Rate, 1995-2002: 28.6%, Much faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to implement safe work practices. Possess surface preparation, brush, roller, and spray painting skills; and knowledge of paints and related chemicals.

**Physical:** Able to tolerate dust and paint fumes, work from ladders and scaffolds, stand continuously for 2 or more hours, and lift at least 100 lbs. repeatedly. Possess good color perception.

**Personal:** Able to pay attention to detail and work independently. Possess customer service skills, a reliable vehicle, and willingness to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years:** (Out of 12 firms, 3 answered this question.)

New techniques and products, maintenance of equipment, faux finishing

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Painters, Paperhangers - Construction and Maintenance***

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## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 19.00	\$ 8.00
New Hires, Experienced	7.00 - 19.00	10.00
Experienced, 3 Years With Firm	8.50 - 20.75	13.50

(8% of responding employers state they employ union workers in this occupation.)

## **Benefits Offered** (Out of 12 firms, 5 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	80%	0%
Dental insurance	80%	0%
Vision insurance	40%	0%
Life insurance	0%	0%
Paid sick leave	40%	0%
Paid vacation	60%	0%
Retirement plan	40%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 46%, avg39 hrs/wk	Part time, 4%, avg 20 hrs/wk	Temporary/On call, 11%, avg10 hrs/wk
Seasonal, 39%, avg 36 hrs/wk	Male employees, 25 (89%)	Female employees, 3 (11%)

## **Recruitment Methods** (Out of 12 firms, 12 answered this question.)

Employees' referrals	50%	Public school/ program referrals	8%
Newspaper ads	17%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	8%
Unsolicited applicants	42%	Union Hall referrals	0%
In-house promotion or transfer	17%	Word-of-mouth, Civil Service List, State employment list	42%

## **Where the Jobs Are** (in survey area)

Painting and paperhanging contractors, correctional institutions, apartment building operators, single family housing construction contractors

## **Promotional Opportunities** (Out of 12 firms, 12 answered this question.)

**Many** (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to painter I, II, III, leadman, job foreman, foreman.

## **Related Dictionary Of Occupational Titles and Codes**

840.381-010 Painter	841.381-010 Paperhanger
840.684-010 Glass Tinter	869.664-014 Construction Worker I

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 389; the **California Occupational Guide**, No. 148. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Receptionists and Information Clerks

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OES Code: 553050

51 Jobs Represented by the 18 Employers Responding

## Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 50%; some college, but no degree, 44%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 61%; usually, 28%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 33%; usually, 39%; always, 28%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Most** (78%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (22%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 31 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 35%; growth, 16%; temporary/seasonal positions, 23%. Turnover rate was 37%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (310 to 350)

Growth Rate, 1995-2002: 12.9%, Average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to operate a multi-line command phone center and write effectively. Possess knowledge of the employer's organization, problem solving, telephone answering, alphabetic and numeric filing, English grammar, spelling, punctuation, spreadsheet, wordprocessing, database and desk top publishing skills.

**Physical:** Able to sit continuously for 2 or more hours.

**Personal:** Able to work independently, work under pressure, and interact well with others. Possess public contact, customer service, and listening skills; diplomacy, flexibility and a willingness to work with close supervision.

**Basic:** Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 18 firms, 9 answered this question.)

Computer data, modern technology, Windows, data entry, computer knowledge, typewrite knowledge, Windows 95, Soft Dent software, communication, managed care procedures and processes, customer service

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Receptionists and Information Clerks

## Hourly Wages (July/August 1998)

NON-UNION		
	Range	Median
New Hires, No Experience	\$5.75 - 9.75	\$6.68
New Hires, Experienced	6.00 - 12.50	8.00
Experienced, 3 Years With Firm	7.00 - 14.00	9.47

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 18 firms, 16 offer benefits.)

	Full Time	Part Time
Medical insurance	69%	6%
Dental insurance	38%	13%
Vision insurance	31%	6%
Life insurance	38%	0%
Paid sick leave	63%	19%
Paid vacation	69%	19%
Retirement plan	38%	19%
Child care	6%	0%

## Hours and Gender

Full time, 59%, avg 40 hrs/wk	Part time, 29%, avg 23 hrs/wk	Temporary/On call, 12%, avg 28 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 1 (2%)	Female employees, 50 (98%)

## Recruitment Methods (Out of 18 firms, 18 answered this question.)

Employees' referrals	39%	Public school/ program referrals	11%
Newspaper ads	50%	Private school referrals	6%
Private employment agencies	17%	Employment Development Dept	22%
Unsolicited applicants	22%	Union Hall referrals	0%
In-house promotion or transfer	22%	Word-of-mouth, internet, other businesses	17%

## Where the Jobs Are (in survey area)

Veterinary services, specialties; offices and clinics of dentists; specialty outpatient clinics; newspapers; residential care services; help supply services; apartment building operators; insurance agents, brokers, and services; offices and clinics of optometrists; legal services; accounting, auditing, and bookkeeping services; individual and family social services

## Promotional Opportunities (Out of 18 firms, 18 answered this question.)

**Almost all** (94%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, transcription, patient coordinator, frame stylist, dispenser, customer service representative, billing clerk, back room technician, legal secretary, administrative assistant, bookkeeper, office manager, administrator.

## Related Dictionary Of Occupational Titles and Codes

237.367-010 Appointment Clerk	237.367-050 Tourist-Information Assistant
237.367-018 Information Clerk	238.367-034 Scheduler
237.367-038 Receptionist	249.367-082 Park Aide
237.367-042 Referral-And-Information Aide	

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 265 and 268; the **California Occupational Guide**, No. 21. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Teachers, Preschool

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OES Code: 313030

65 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 54%; Associate (2 year) Degree, 33%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%. Most (73%) of responding employers require Early Childhood Education units.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 7%; sometimes, 13%; usually, 47%; always, 33%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** Teachers working in State licensed, publicly funded, center-based child care and development programs are required to have one of the following permits -- Child Development: Assistant Permit, Associate Teacher Permit, Teacher Permit, Master Teacher Permit, Site Supervisor Permit, or Program Director Permit.

## Employment Trends and Size of Occupation

**Most** (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 47%; growth, 11%; temporary/seasonal positions, 31%. Turnover rate was 17%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (120 to 140)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to apply teaching techniques, administer emergency first aid, apply principles of recreation, write effectively, assess self and social skills, assess motor skills, and assess cognitive and language skills. Possess record keeping, problem solving, classroom management, supervisory and oral reading skills; and knowledge of early childhood development.

**Physical:** Able to stand continuously for 2 or more hours and stand for prolonged periods.

**Personal:** Able to work independently, under pressure, and exercise patience. Possess public contact skills, a clean police record, willingness to work with close supervision, and an understanding of a variety of cultures.

**Basic:** Able to read and follow instructions and write legibly.

**New skills needed over the next three years:** (Out of 15 firms, 2 answered this question.)  
CPR certificate, computer skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Teachers, Preschool

## Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 34.25	\$6.50
New Hires, Experienced	5.75 - 36.00	7.50
Experienced, 3 Years With Firm	7.00 - 37.75	9.00

(13% of responding employers employ union workers in this occupation. A few part time employees in this occupation are paid at the high end of the wage range.)

## Benefits Offered (Out of 15 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	50%	30%
Dental insurance	40%	30%
Vision insurance	30%	30%
Life insurance	30%	20%
Paid sick leave	60%	40%
Paid vacation	70%	40%
Retirement plan	30%	20%
Child care	40%	20%

## Hours and Gender

Full time, 52%, avg 40 hrs/wk	Part time, 40%, avg 21 hrs/wk	Temporary/On call, 5%, avg 7 hrs/wk
Seasonal, 3%, avg 24 hrs/wk	Male employees, 1 (2%)	Female employees, 64 (98%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	40%	Public school/ program referrals	33%
Newspaper ads	73%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	7%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	40%	Drop-ins, Job Training Agency	13%

## Where the Jobs Are (in survey area)

Child care day services, elementary and secondary schools, general medical and surgical hospitals, individual and family social services

## Promotional Opportunities (Out of 15 firms, 14 answered this question.)

**Many** (57%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to teacher II, head teacher, regular education teacher, assistant director, and director.

## Related Dictionary Of Occupational Titles and Codes

092.227-018 Teacher, Preschool

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 275; and the **California License Handbook**, Fifth Edition 1997, pages 234 to 238. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Truck Drivers, Light - Including Delivery and Route Workers

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OES Code: 971050

101 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 60%; some college, but no degree, 33%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 53%; usually, 40%; always, 7%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 27%; usually, 27%; always, 19%. Previous experience required ranged from 6 to 20 months.

**Positions requiring license or certification:** Truck Driver, Light requires California Driver's License (Some, 27%, of responding employers require employees in this occupation to have a Commercial Driver's License.)

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 27 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 45%; growth, 15%; temporary/seasonal positions, 33%. Turnover rate was 14%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to read invoices, make change, load and unload freight, write effectively, and be bondable. Possess record keeping, cash handling, and map reading skills; understanding of inventory techniques; valid Class A driver's license; product knowledge; knowledge of local streets; and knowledge of the employer's organization.

**Physical:** Able to sit or stand continuously for 2 or more hours, lift at least 100 lbs. repeatedly, and pass a preemployment medical examination.

**Personal:** Able to work independently and work under pressure. Possess public contact skills, customer service skills, willingness to work on-call, and a good DMV driving record.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 3 answered this question.)

Salesmanship, time management, people skills, computer office skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# ***Truck Drivers, Light - Including Delivery and Route Workers***

## **Hourly Wages** (July/August 1998)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New Hires, No Experience	\$5.75 - 10.50	\$ 6.50
New Hires, Experienced	5.75 - 21.00	10.00
Experienced, 3 Years With Firm	6.00 - 22.50	12.18

(7% of responding employers employ union workers in this occupation. Some responding employers offer their employees in this occupation commissions or bonuses.)

## **Benefits Offered** (Out of 15 firms, 13 offer benefits.)

	<b>Full Time</b>	<b>Part Time</b>
Medical insurance	92%	0%
Dental insurance	62%	0%
Vision insurance	38%	0%
Life insurance	54%	0%
Paid sick leave	69%	8%
Paid vacation	85%	8%
Retirement plan	54%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 87%, avg 41 hrs/wk	Part time, 10%, avg 30 hrs/wk	Temporary/On call, 1%, avg 20 hrs/wk
Seasonal, 2%, avg 33 hrs/wk	Male employees, 85 (84%)	Female employees, 16 (16%)

## **Recruitment Methods** (Out of 15 firms, 15 answered this question.)

Employees' referrals	33%	Public school/ program referrals	0%
Newspaper ads	87%	Private school referrals	0%
Private employment agencies	13%	Employment Development Dept	20%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	0%

## **Where the Jobs Are** (in survey area)

Air courier services, liquified petroleum gas dealers, newspapers, auto and home supply stores, lumber and other building material stores, gasoline service stations, furniture stores, miscellaneous general merchandise stores, motor vehicle supplies and new parts stores, florists

## **Promotional Opportunities** (Out of 15 firms, 15 answered this question.)

**Most** (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to floor clerk, counter person, salesperson, designers, serviceman, service technician, warehouse manager, yard foreman, manager, management.

## **Related Dictionary Of Occupational Titles and Codes**

906.683-010 Food - Service Driver	913.663-018 Driver
906.683-014 Liquid-Fertilizer Driver	919.663-022 Escort-Vehicle Driver

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 455.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Waiters and Waitresses

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OES Code: 650080

186 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 66%; some college, but no degree, 27%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 13%; sometimes, 27%; usually, 53%; always, 7%. Previous experience required ranged from 3 to 12 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 62 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 29%. Turnover rate was 20%.

### EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (910 to 1080)

Growth Rate, 1995-2002: 18.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Possess cash handling skills.

**Physical:** Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

**Personal:** Able to work independently and under pressure. Possess good grooming, public contact, interpersonal and customer service skills; willingness to work nights, weekends, holidays, and with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 1 answered this question.)

Management skills

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Waiters and Waitresses

## Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 5.75	\$5.75
New Hires, Experienced	5.75 - 6.25	5.75
Experienced, 3 Years With Firm	5.75 - 7.00	5.75

(0% of responding employers employ union workers in this occupation. Almost all responding employers report their employees in this occupation receive tips from \$1.20 to \$16.00 per hour.)

## Benefits Offered (Out of 15 firms, 5 offer benefits.)

	Full Time	Part Time
Medical insurance	80%	40%
Dental insurance	60%	20%
Vision insurance	20%	0%
Life insurance	20%	0%
Paid sick leave	0%	20%
Paid vacation	40%	20%
Retirement plan	0%	0%
Child care	0%	0%

## Hours and Gender

Full time, 46%, avg 36 hrs/wk	Part-time, 47%, avg 24 hrs/wk	Temporary/On call, 2%, avg 10 hrs/wk
Seasonal, 5%, avg 16 hrs/wk	Male employees, 42 (23%)	Female employees, 144 (77%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	80%	Public school/ program referrals	7%
Newspaper ads	53%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	20%
Unsolicited applicants	60%	Union Hall referrals	0%
In-house promotion or transfer	40%	Drop-ins, Applications on File	13%

## Where the Jobs Are (in survey area)

Eating places, hotels and motels, amusement and recreation services, drinking places

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Most** (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head server, shift manager, shift supervisor, supervisor, assistant manager, prep cook, cook, management.

## Related Dictionary Of Occupational Titles and Codes

310.357-010	Wine Steward/Stewardess	311.674-018	Waiter/Waitress, Buffet
311.477-018	Waiter/Waitress, Bar	350.677-010	Mess Attendant
311.477-022	Waiter/Waitress, Dining Car	350.677-026	Steward/Stewardess, Wine
311.477-026	Waiter/Waitress, Formal	350.677-030	Waiter/Waitress
311.477-030	Waiter/Waitress, Informal	352.677-018	Waiter/Waitress, Club

## Additional Information

For additional information about this occupation, refer to the **California Occupational Guide**, No. 42. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Welders and Cutters

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OES Code: 939140

34 Jobs Represented by the 10 Employers Responding

## Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 10%; high school or equivalent, 80%; some college, but no degree, 10%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 30%; sometimes, 50%; usually, 20%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 10%; sometimes, 10%; usually, 40%; always, 40%. Previous experience required ranged from 12 to 36 months.

**Positions requiring license or certification:** Not applicable

## Employment Trends and Size of Occupation

**Some** (30%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (70%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 10 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 50%; growth, 30%; temporary/seasonal positions, 20%. Turnover rate was 15%.

## EDD Occupational Projections 1995 to 2002

Size of Occupation: Small (50 to 60)

Growth Rate, 1995-2002: 20.0%, Faster than average

(Projected growth for all occupations is 13.9%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to read blueprints, working drawings, and pass a worker performance test. Possess cutting, arc and MIG welding skills; and structural welding certificate.

**Physical:** Able to sit or stand continuously for 2 or more hours, lift at least 50 lbs. repeatedly, work from ladders and scaffolds, and in awkward positions. Possess manual dexterity, good vision and eye-hand coordination.

**Personal:** Able to work independently and make decisions. Possess interpersonal and customer service skills, willingness to work with close supervision, mechanical aptitude, and creativity.

**Basic:** Able to read and follow instructions. Possess oral communication skills.

**New skills needed over the next three years :** (Out of 10 firms, 1 answered this question.)

Knowledge of new utilized alloys

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Welders and Cutters

## Hourly Wages (July/August 1998)

NON-UNION		
	Range	Median
New Hires, No Experience	\$5.75 - 8.00	\$ 7.00
New Hires, Experienced	6.00 - 15.00	8.50
Experienced, 3 Years With Firm	8.00 - 17.75	12.00

(0% of responding employers employ union workers in this occupation.)

## Benefits Offered (Out of 10 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	75%	13%
Dental insurance	38%	0%
Vision insurance	13%	0%
Life insurance	50%	0%
Paid sick leave	25%	0%
Paid vacation	75%	0%
Retirement plan	25%	0%
Child care	0%	0%

## Hours and Gender

Full time, 97%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 32 (94%)	Female employees, 2 (6%)

## Recruitment Methods (Out of 10 firms, 10 answered this question.)

Employees' referrals	10%	Public school/ program referrals	0%
Newspaper ads	30%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	30%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	10%	Word-of-mouth, walk-ins	50%
		applications on file, job training agency	

## Where the Jobs Are (in survey area)

Steel foundries; plumbing, heating, and air-conditioning contractors; valves and pipefittings fabricators; refuse systems services; top and body repair and paint shops; manufacturers of: truck and bus body equipment, signs and advertising specialties, industrial machinery equipment, and farm machinery and equipment

## Promotional Opportunities (Out of 10 firms, 10 answered this question.)

**Many** (40%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to operator; manager, mechanic; foreman, and shop foreman.

## Related Dictionary Of Occupational Titles and Codes

553.684-010	Heat Welder	816.364-010	Arc Cutter
810.384-010	Welder Apprentice, Arc	819.361-010	Welder-Fitter
810.384-014	Welder, Arc	819.361-014	Welder-Fitter Apprentice
810.664-010	Welder, Gun	819.381-010	Welder-Assembler
811.684-010	Welder Apprentice, Gas	819.384-010	Welder, Combination
811.684-014	Welder, Gas	819.384-014	Welder Apprentice, Combination
813.684-010	Brazer, Assembler	819.684-010	Welder, Production Line

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 417; the **California Occupational Guide**, No. 84. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***1997 Occupational Summaries***

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The twenty-one occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 1997.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## ***1997 Occupations Surveyed***

Automotive Mechanics  
Cooks - Short Order  
Dieticians and Nutritionists  
Dispatchers - Police, Fire, and Ambulance  
Emergency Medical Technicians - I  
Emergency Medical Technicians - Paramedic  
Guards and Watch Guards  
Insurance Policy Processing Clerks  
Loan and Credit Clerks  
Nursery Workers  
Pest Controllers and Assistants  
Reporters and Correspondents  
Salespersons - Retail (Except Vehicle Sales)  
Secretaries, Medical  
Surgical Technicians  
Teachers - Elementary  
Teachers - Secondary  
Tree Trimmers  
Veterinary Assistants  
Veterinary Technicians and Technologists  
Welfare Eligibility Workers and Interviewers

# Automotive Mechanics

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OES Code: 853020

98 Jobs Represented by the 22 Employers Responding

## Description of Occupation

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 86%; some college, but no degree, 14%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 27%; sometimes, 68%; usually, 5%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 5%; sometimes, 9%; usually, 18%; always, 68%. Previous experience required ranged from 6 to 60 months.

**Positions requiring license or certification:** Brake/Lamp Adjuster (license renewable every 4 yrs); Inspection/Maintenance Qualified Smog Check Technician (license renewable every 2 yrs).

## Employment Trends, Size

**Most** (68%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **Few** (5%) expect it to decline. Responding employers reported 22 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 55%; growth, 36%; temporary/seasonal positions, 0%. Turnover rate was 12%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (211 to 255)

Growth Rate, 1993-2000: 20.9%, Faster than average

(Projected growth for all occupations is 18.5%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to implement safe work practices, use service manuals, tune up engines, operate electronic automotive diagnostic equipment, repair brakes and fuel injection systems, repair emission controls and vehicle air conditioners; certified in Auto Service Excellence (ASE), in air conditioning maintenance and repair, and as a Smog Control Mechanic; possess problem solving and front-end alignment skills; possess a valid driver's license.

**Physical:** Possess good eye-hand coordination; able to stand continuously for two or more hours, to work in awkward positions, and to lift at least 50 pounds repeatedly.

**Personal:** Possess mechanical aptitude, a good DMV driving record, and interpersonal skills; able to work independently and make decisions; willing to work with close supervision; possess public contact and customer service skills.

**Basic:** Able to read and follow instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 22 firms, 9 answered this question.)

Electronics; electronic: brake, traction and control diagnosis; learn new automobile procedures, electronics and products; electrical/computer knowledge; computers and on-board computer knowledge; computer diagnostics

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Automotive Mechanics

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## Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 10.00	\$ 6.63	\$11.14 - 11.14	\$11.14
New hires, experienced	5.00 - 25.00	10.00	11.51 - 13.39	11.70
Experienced, after 3 years	8.50 - 25.00	12.00	12.89 - 14.44	13.32

(16% employees represented are union members.)

## Benefits Offered (Out of 22 firms, 21 offer benefits.)

	Full-Time	Part-Time
Medical insurance	76%	0 %
Dental insurance	43%	0 %
Vision insurance	29%	0 %
Life insurance	38%	0 %
Paid sick leave	29%	0 %
Paid vacation	100%	0 %
Retirement plan	33%	0 %
Child care	0%	0 %

## Hours and Gender

Full time, 93%, avg 40 hrs/wk	Part time, 3%, avg 23 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 40 hrs/wk	Male employees, 98 (100%)	Female employees, 0 (0%)

## Recruitment Methods (Out of 22 firms, 22 answered this question.)

Employees' referrals	86%	Public school/ program referrals	27%
Newspaper ads	64%	Private school referrals	18%
Private employment agencies	5%	Employment Development Dept	27%
Unsolicited applicants	41%	Union Hall referrals	5%
In-house promotion or transfer	14%	Other	0%

## Where the Jobs Are (in survey area)

Wholesale, new and used automobile dealers; gasoline services stations; general automotive repair shops; auto exhaust system repair shops; auto transmission repair shops, county governments

## Promotional Opportunities (Out of 22 firms, 20 answered this question.)

Some (30%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to service advisor, transmission rebuilding technician, swing or builders, equipment mechanic supervisor.

## Related Dictionary Of Occupational Titles and Codes

620.261-010 Automobile Mechanic	620.261-012 Automobile-Mechanic Apprentice
620.281-046 Maintenance Mechanic	620.281-066 Tune-Up Mechanic

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 345; the **California Occupational Guide**, No. 24; and the **California License Handbook**, Fifth Edition 1997, page 34. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Cooks - Short Order

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OES Code: 650350

74 Jobs Represented by the 16 Employers Responding

## Description of Occupation

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Please do not include cooks in fast foods establishments.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 91%; some college, but no degree, 9%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 38%; usually, 38%; always, 13%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 19%; usually, 50%; always, 25%. Previous experience required ranged from 6 to 24 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Most** (63%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (38%) expect it to grow. None (0%) expect it to decline. Responding employers reported 46 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 4%; people in permanent positions leaving firms, 57%; growth, 11%; temporary/seasonal positions, 28%. Turnover rate was 35%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Large (106 to 136)

Growth Rate, 1993-2000: 28.3%, Much faster than average

(Projected growth for all occupations is 18.5%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Possess food preparation and fry cooking skills.

**Physical:** Able to stand continuously for two or more hours and to lift at least 30 pounds repeatedly.

**Personal:** Able to work under pressure, independently, and with close supervision.

**Basic:** Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 16 firms, 3 answered this question.)

Computer skills, creativity

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Cooks - Short Order

## Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 8.00	\$ 6.00	\$5.82 - 5.82	\$5.82
New hires, experienced	5.00 - 9.00	7.00	5.82 - 5.82	5.82
Experienced, after 3 years	7.00 - 12.00	10.00	9.60 - 9.60	9.60

(12% employees represented are union members. A few of employees represented receive tips.)

## Benefits Offered (Out of 16 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	88%	0 %
Dental insurance	50%	0 %
Vision insurance	25%	0 %
Life insurance	38%	0 %
Paid sick leave	25%	0 %
Paid vacation	75%	0 %
Retirement plan	25%	0 %
Child care	0%	0 %

## Hours and Gender

Full time, 73%, avg 40 hrs/wk	Part time, 19%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 8%, avg 40 hrs/wk	Male employees, 56 (76%)	Female employees, 18 (24%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	13%
Newspaper ads	56%	Private school referrals	13%
Private employment agencies	13%	Employment Development Dept	25%
Unsolicited applicants	19%	Union Hall referrals	0%
In-house promotion or transfer	31%	Word of Mouth	31%

## Where the Jobs Are (in survey area)

Eating places, hotels and motels, amusement and recreation services

## Promotional Opportunities (Out of 16 firms, 16 answered this question.)

**Most** (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to orderer, prep cook, line cook, station cook, chef, head chef, kitchen manager, food service manager, supervisor.

## Related Dictionary Of Occupational Titles and Codes

313.374-014 Cook, Short Order

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 308; and the **California Occupational Guide**, No. 366.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Dieticians and Nutritionists***

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OES Code: 325210

15 Jobs Represented by the 14 Employers Responding

## **Description of Occupation**

Dieticians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 40%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 60%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 21%; sometimes, 64%; usually, 7%; always, 7%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 7%; usually, 7%; always, 86%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends, Size**

**All** (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 5 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 40%; growth, 60%; temporary/seasonal positions, 0%. Turnover rate was 13%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Small (5 to 5)

Growth Rate, 1993-2000: 0%, Remain stable

(Projected growth rate for all occupations is 18.5%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Organizational, administrative, record keeping and computer skills, knowledge of nutrition analysis

**Physical:** Good health and stamina

**Personal:** Able to work independently and under pressure, good oral and written communication skills, supervisory skills and ability to be flexible

**Basic:** Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 14 firms, 8 answered this question.)

Computer knowledge and skills; nutrition analysis; analyze, standardize, and document recipes; learn new food guidelines and new state and federal regulations.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Dieticians and Nutritionists

## Hourly Wages (July 1997)

	NON-UNION/UNION	
	Range	Median
New hires, no experience	\$12.00 - 30.73	\$14.78
New hires, experienced	9.23 - 30.73	16.19
Experienced, after 3 years	10.38 - 37.14	17.41

(13% employees represented are union members. Union firms pay at top end of wage ranges.)

## Benefits Offered (Out of 14 firms, 13 offer benefits.)

	Full-Time	Part-Time
Medical insurance	85%	23%
Dental insurance	85%	23%
Vision insurance	69%	23%
Life insurance	62%	15%
Paid sick leave	85%	23%
Paid vacation	85%	23%
Retirement plan	69%	23%
Child care	0%	0%

## Hours and Gender

Full time, 67%, avg 40 hrs/wk      Part time, 27%, avg 24 hrs/wk      Temporary/On call, 7%, avg 10 hrs/wk  
Seasonal, 0%, avg 0 hrs/wk      Male employees, 2 (13%)      Female employees, 13 (87%)  
(A few employers pay monthly salaries with hours ranging from 40 to 50 per week.)

## Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	21%	Public school/ program referrals	29%
Newspaper ads	93%	Private school referrals	14%
Private employment agencies	0%	Employment Development Dept	7%
Unsolicited applicants	14%	Union Hall referrals	7%
In-house promotion or transfer	21%	Job flyers, CASBO, trade magazines, state lists	21%

## Where the Jobs Are (in survey area)

Elementary and secondary schools, general medical and surgical hospitals, skilled nursing care facilities, individual and family services, residential care facilities, correctional institutions

## Promotional Opportunities (Out of 14 firms, 14 answered this question.)

A few (14%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to management and regional consultant.

## Related Dictionary Of Occupational Titles and Codes

077.117-010 Dietician, Chief	077.127-010 Community Dietician
077.127-014 Dietician, Clinical	077.127-018 Dietician, Consultant

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 165; and the **California Occupational Guide**, No. 98.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# ***Dispatchers - Police, Fire, and Ambulance***

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OES Code: 580020

68 Jobs Represented by the 8 Employers Responding

## **Description of Occupation**

Dispatchers—Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 87%; some college, but no degree, 13%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 88%; usually, 13%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 38%; sometimes, 38%; usually, 0%; always, 25%. Previous experience required ranged from 6 to 42 months.

**Positions requiring license or certification:** Not applicable.

## **Employment Trends, Size**

**Most** (75%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (25%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 47%; growth, 20%; temporary/seasonal positions, 27%. Turnover rate was 14%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Small (29 to 33)

Growth Rate, 1993-2000: 13.8%, Slower than average

(Projected growth for all occupations is 18.5%.)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards, and inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Possess telephone answering, map reading, and record keeping skills; know local streets; able to type at least 30 wpm and to write effectively.

**Physical:** Able to sit continuously for two or more hours.

**Personal:** Able to handle crisis situations, to work under pressure, to work independently and with close supervision; willing to work nights, weekends, and holidays; possess a clean police record and customer service skills; understand a variety of cultures.

**Basic:** Able to read and follow written and oral instructions, and, write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 8 firms, 5 answered this question.)

Data entry skills, knowledge of Windows 95 software and upgrades, P.O.S.T. certified, ability to learn new CAD software programs, computer skills, listening skills

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Dispatchers - Police, Fire, and Ambulance***

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## **Hourly Wages** (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.30 - 11.76	\$ 9.71	\$6.00 - 10.51	\$ 8.26
New hires, experienced	9.00 - 11.76	10.73	6.50 - 10.51	8.51
Experienced, after 3 years	12.68 - 14.41	13.18	8.30 - 12.20	10.25

(78% employees represented are union members.)

## **Benefits Offered** (Out of 8 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	100%	0%
Vision insurance	100%	0%
Life insurance	63%	0%
Paid sick leave	100%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 76%, avg 40 hrs/wk    Part time, 13%, avg 24 hrs/wk    Temporary/On call, 10%, avg 16 hrs/wk  
Seasonal, 0%, avg 0 hrs/wk    Male employees, 15 (22%)    Female employees, 53 (78%)  
(A few employers pay monthly salaries with hours ranging from two to three 24 hour days per week.)

## **Recruitment Methods** (Out of 8 firms, 8 answered this question.)

Employees' referrals	13%	Public school/ program referrals	0%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	50%	Civil Service List, Volunteers, Department Notices	38%

## **Where the Jobs Are** (in survey area)

City, county and state government

## **Promotional Opportunities** (Out of 8 firms, 8 answered this question.)

**Most** (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to full-time dispatcher, lead dispatcher, supervisor, fire captain, battalion chief, deputy sheriff, higher level position in department.

## **Related Dictionary Of Occupational Titles and Codes**

379.362-010 Dispatcher, Radio

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 273.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Emergency Medical Technicians - I

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OES Code: 325081

37 Jobs Represented by the 4 Employers Responding

## Description of Occupation

Emergency Medical Technicians--I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Please do not include Firefighters trained as Emergency Medical Technicians--I.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 29%; some college, but no degree, 71%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 25%; sometimes, 50%; usually, 25%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 25%; usually, 50%; always, 25%. Previous experience required ranged from 6 to 12 months.

**Positions requiring license or certification:** EMT-I or EMT-Paramedic, depending on skill level (license renewable every 2 yrs).

## Employment Trends, Size

**Many** (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 7 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 71%; growth, 29%; temporary/seasonal positions, 0%. Turnover rate was 14%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (17 to 22)

Growth Rate, 1993-2000: 29.4%, Much faster than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to test/check/maintain emergency medical equipment, to accurately record and report information, to take charge and handle major emergencies, and to assist with set-up for Adv. Life Support procedures. Possess ambulance or emergency vehicle driving skills. Knowledge of word processing and data base software.

**Physical:** Able to lift and move patients; and to perform strenuous, physically demanding work. Possess good vision and be in good physical condition.

**Personal:** Able to work as part of a team, to work under pressure, to work independently; and to assess emergency situations and set priorities quickly. Willing to work on-call and part time.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 4 firms, 1 answered this question.)

Word processing skills

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Emergency Medical Technicians - I***

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## **Hourly Wages** (July 1997)

	<b>NON-UNION</b>		<b>UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$5.25 - 5.34	\$5.30	\$6.28 - 6.28	\$6.28
New hires, experienced	5.34 - 8.00	5.50	6.50 - 6.50	6.50
Experienced, after 3 years	5.88 - 11.33	6.90	8.30 - 8.30	8.30

(25% employees represented are union members.)

## **Benefits Offered** (Out of 4 firms, 3 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	100%	0 %
Life insurance	100%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

## **Hours and Gender**

Full time, 57%, avg 65 hrs/wk      Part time, 32%, avg 32 hrs/wk      Temporary/On call, 11%, avg 27 hrs/wk  
Seasonal, 0%, avg 0 hrs/wk      Male employees, 22 (59%)      Female employees, 15 (41%)  
(EMT-1's usually work two or three 24 hour days per week)

## **Recruitment Methods** (Out of 4 firms, 4 answered this question.)

Employees' referrals	75%	Public school/ program referrals	0 %
Newspaper ads	25%	Private school referrals	0 %
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	75%	Union Hall referrals	0%
In-house promotion or transfer	25%	Word-of-mouth	25%

## **Where the Jobs Are** (in survey area)

Ambulance services

## **Promotional Opportunities** (Out of 4 firms, 4 answered this question.)

**Most** (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to paramedic, medic, management.

## **Related Dictionary Of Occupational Titles and Codes**

079.374-010 Emergency Medical Technician      355.374-010 Ambulance Attendant  
913.683-010 Ambulance Driver

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 206; **California Occupational Guide**, No. 550; and the **California License Handbook**, Fifth Edition 1997, page 83. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Emergency Medical Technicians - Paramedic***

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OES Code: 325083

60 Jobs Represented by the 5 Employers Responding

## **Description of Occupation**

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Please do not include Firefighters trained as Paramedics.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 17%; some college, but no degree, 67%; Associate (2 year) Degree, 17%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 20%; sometimes, 60%; usually, 20%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 20%; usually, 40%; always, 40%. Previous experience required ranged from 6 to 24 months.

**Positions requiring license or certification:** EMT-I or EMT-Paramedic, depending on skill level (license renewable every 2 yrs).

## **Employment Trends, Size**

**Almost all** (80%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (20%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 17 %; people in permanent positions leaving firms, 67%; growth, 0%; temporary/seasonal positions, 17%. Turnover rate was 13%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Not available

Growth Rate, 1993-2000: 0%, Remain stable

(Projected growth for all occupations is 18.5%.)

## **Supply and Demand Assessment**

Responding employers report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand. Responding employers report it is **a little difficult** to find qualified experienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to perform synchronized cardioversion, needle thoracostomy, endotracheal intubation, pediatric intubation, ventilation by use of esophageal airway; to test, check and maintain emergency medical equipment, to take charge and handle major emergencies; to accurately record and report information; and to monitor/maintain IV lines. Possess ambulance or emergency vehicle driving skills. Knowledge of wordprocessing and database software.

**Physical:** Able to lift and move patients, and to perform strenuous, physically demanding work. Possess good color perception and good vision, and to be in good physical condition.

**Personal:** Able to assess emergency situations and set priorities quickly, to work as part of a team, to work independently and under pressure. Willing to work on-call and part time.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 5 firms, 3 answered this question.)

Computer skills, communication skills, expanded medication dispensing and more advanced medical training.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Emergency Medical Technicians - Paramedic***

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## **Hourly Wages** (July 1997)

	<b>NON-UNION</b>		<b>UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$7.00 - 15.37	\$ 8.01	Not applicable	Not applicable
New hires, experienced	7.50 - 15.37	9.67	\$ 8.30 - 8.30	\$ 8.30
Experienced, after 3 years	8.80 - 16.83	12.81	11.59 - 11.59	11.59

(20% employees represented are union members.)

## **Benefits Offered** (Out of 5 firms, 4 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	75%	0 %
Life insurance	100%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

## **Hours and Gender**

Full time, 62%, avg 62 hrs/wk      Part time, 22%, avg 42 hrs/wk      Temporary/On call, 17%, avg 15 hrs/wk  
Seasonal, 0%, avg 0 hrs/wk      Male employees, 42 (70%)      Female employees, 18 (30%)  
(EMT Paramedics usually work two or three 24 hour days per week.)

## **Recruitment Methods** (Out of 5 firms, 5 answered this question.)

Employees' referrals	60%	Public school/ program referrals	0%
Newspaper ads	20%	Private school referrals	0 %
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	60%	Union Hall referrals	0%
In-house promotion or transfer	40%	Word-of-mouth	20%

## **Where the Jobs Are** (in survey area)

Ambulance services

## **Promotional Opportunities** (Out of 5 firms, 5 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to field supervisor, operations, management.

## **Related Dictionary Of Occupational Titles and Codes**

079.364-026 Paramedic

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 206; the **California Occupational Guide**, No. 550; and the **California License Handbook**, Fifth Edition 1997, page 83. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Guards and Watch Guards

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OES Code: 630470

88 Jobs Represented by the 9 Employers Responding

## Description of Occupation

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons of employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 65%; some college, but no degree, 32%; Associate (2 year) Degree, 3%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 44%; usually, 22%; always, 22%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 44%; sometimes, 22%; usually, 22%; always, 11%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Security guards, patrol persons, in-house guards who carry weapons (renewable triennial).

## Employment Trends, Size

**Many** (44%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (45%) expect it to grow. **A few** (11%) expect it to decline. Responding employers reported 63 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 27%; growth, 17%; temporary/seasonal positions, 49%. Turnover rate was 19%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (83 to 98)

Growth Rate, 1993-2000: 18.1%, Average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow security protection procedures, to administer emergency first aid, and to write effectively. Possess report writing and computer skills.

**Physical:** Able to stand continuously for two or more hours. Possess good hearing and vision.

**Personal:** Adaptable and able to deal effectively with difficult individuals, to handle crisis situations, to interact well with others, and to work independently. Possess a clean police record, public contact and good grooming skills. Willing to work nights, weekends, holidays, on-call and part-time. Willing to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

**New skills needed over the next three years :** (Out of 9 firms, 2 answered this question.)

Know PC Codes, Federal Regulations and ability to learn gaming

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Guards and Watch Guards

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## Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 10.00	\$6.13
New hires, experienced	5.00 - 12.00	6.50
Experienced, after 3 years	5.79 - 16.00	7.50

(A few responding employers offer a clothing allowance and/or a shift differential.)

## Benefits Offered (Out of 9 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	88%	0 %
Dental insurance	75%	0 %
Vision insurance	63%	0 %
Life insurance	63%	0 %
Paid sick leave	75%	0 %
Paid vacation	88%	0 %
Retirement plan	75%	0 %
Child care	0%	0 %

## Hours and Gender

Full time, 68%, avg 40 hrs/wk      Part time, 18%, avg 29 hrs/wk      Temporary/On call, 7%, avg 11 hrs/wk  
Seasonal, 7%, avg 28 hrs/wk      Male employees, 69 (78%)      Female employees, 19 (22%)  
(A few responding employers pay monthly salaries with hours ranging from 40 to 50 per week.)

## Recruitment Methods (Out of 9 firms, 9 answered this question.)

Employees' referrals	44%	Public school/ program referrals	0 %
Newspaper ads	56%	Private school referrals	0 %
Private employment agencies	11%	Employment Development Dept	33 %
Unsolicited applicants	11%	Union Hall referrals	0%
In-house promotion or transfer	56%	Other referrals	11%

## Where the Jobs Are (in survey area)

Wineries, department stores, hotels and motels, guard services, amusement and recreation services, home owner associations

## Promotional Opportunities (Out of 9 firms, 9 answered this question.)

**Most** (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to assistant supervisor, supervisor, captain, corporal, sergeant, corporate position.

## Related Dictionary Of Occupational Titles and Codes

372.667-030 Gate Guard      372.667-034 Guard, Security  
372.667-038 Merchant Patroller

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 301; the **California Occupational Guide**, page 75; and the **California License Handbook**, Fifth Edition 1997, page 71. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Insurance Policy Processing Clerks

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OES Code: 533140

42 Jobs Represented by the 14 Employers Responding

## Description of Occupation

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 50%; some college, but no degree, 8%; Associate (2 year) Degree, 42%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 64%; usually, 7%; always, 14%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 36%; usually, 50%; always, 14%. Previous experience required ranged from 3 to 24 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Many** (43%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (57%) expect it to grow. **None (0%)** expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 67%; growth, 33%; temporary/seasonal positions, 0%. Turnover rate was 19%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Large (114 to 110)

Growth Rate, 1993-2000: 3.5%, Slow decline

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to write effectively, perform detailed clerical work, type at least 45 wpm, use word processing software. Possess alphabetic and numeric filing skills; possess telephone answering skills. Understand insurance terminology. Possess computer software skills.

**Personal:** Able to work independently and willing to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 14 firms, 9 answered this question.)

Data entry, computer software, sales, problem solving, marketing and telephone skills; insurance license; horizontal marketing

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Insurance Policy Processing Clerks***

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## **Hourly Wages** (July 1997)

	<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$5.00 - 8.67	\$6.92
New hires, experienced	5.00 - 10.07	7.96
Experienced, after 3 years	7.00 - 12.00	9.48

(Some employers pay commissions.)

## **Benefits Offered** (Out of 14 firms, 12 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	92%	0 %
Dental insurance	50%	0 %
Vision insurance	17%	0 %
Life insurance	33%	0 %
Paid sick leave	100%	17 %
Paid vacation	100%	17 %
Retirement plan	58%	0 %
Child care	0%	0 %

## **Hours and Gender**

Full time, 83%, avg 39 hrs/wk	Part time, 14%, avg 28 hrs/wk	Temporary/On call, 2%, avg 5 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 1 (2%)	Female employees, 41 (98%)

## **Recruitment Methods** (Out of 14 firms, 14 answered this question.)

Employees' referrals	64%	Public school/ program referrals	14%
Newspaper ads	57%	Private school referrals	0%
Private employment agencies	21%	Employment Development Dept	14%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	21%	Employment Training Agency,	29%
		Associations, Word-of-Mouth	

## **Where the Jobs Are** (in survey area)

Fire, marine and casualty insurance companies; insurance agents, brokers and services

## **Promotional Opportunities** (Out of 14 firms, 14 answered this question.)

**Many** (43%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, senior customer service representative, supervisor, more responsibility and wages.

## **Related Dictionary Of Occupational Titles and Codes**

203.382-014 Cancellation Clerk	209.687-018 Reviewer
219.362-042 Policy-Change Clerk	219.482-014 Insurance Checker

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 254; and the **California License Handbook**, Fifth Edition 1997, pages 172-173.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Loan and Credit Clerks

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OES Code: 531210

30 Jobs Represented by the 14 Employers Responding

## Description of Occupation

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Please do not include Loan Interviewers.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 54%; some college, but no degree, 46%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 7%; sometimes, 71%; usually, 7%; always, 14%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 14%; usually, 36%; always, 50%. Previous experience required ranged from 6 to 24 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Some** (36%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (64%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 54%; growth, 38%; temporary/seasonal positions, 0%. Turnover rate was 23%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (65 to 66)

Growth Rate, 1993-2000: 1.5%, No significant change

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to perform detailed clerical work, use a calculator, follow specialized bookkeeping procedures, requisition supplies, use a wide range of computer processing software, and write effectively. Possess telephone answering, business math, record keeping, and interviewing skills.

**Personal:** Able to pay attention to detail, interact well with others, and work under pressure. Possess customer service, interpersonal, and public contact skills. Willing to work with close supervision.

**Basic:** Able to think logically, follow oral instructions, read and follow instructions, and write legibly. Possess oral communication skills.

**New skills needed over the next three years :** (Out of 14 firms, 7 answered this question.)

Computer, sales, and cross-selling skills; knowledge of note department functions and updated loan guidelines.

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Loan and Credit Clerks

## Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$6.00 - 12.57	\$ 7.00
New hires, experienced	7.00 - 17.33	9.12
Experienced, after 3 years	8.50 - 28.83	10.96

## Benefits Offered (Out of 14 firms, 14 offer benefits.)

	Full-Time	Part-Time
Medical insurance	93%	0 %
Dental insurance	79%	0 %
Vision insurance	64%	0 %
Life insurance	64%	0 %
Paid sick leave	86%	0 %
Paid vacation	86%	0 %
Retirement plan	57%	0 %
Child care	14%	0 %

## Hours and Gender

Full time, 97%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 4 (13%)	Female employees, 26 (87%)

## Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	57%	Public school/ program referrals	21%
Newspaper ads	86%	Private school referrals	0%
Private employment agencies	14%	Employment Development Dept	29%
Unsolicited applicants	29%	Union Hall referrals	0%
In-house promotion or transfer	50%	Applications on File, Word-of-Mouth	14%

## Where the Jobs Are (in survey area)

New, used and wholesale automobile dealers; state and national banks; savings institutions; mortgage bankers; loan brokers

## Promotional Opportunities (Out of 14 firms, 13 answered this question.)

**Most** (62%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office manager, assistant manager, manager, general sales manager, loan officer, senior loan processor, supervisor

## Related Dictionary Of Occupational Titles and Codes

205.367-022 Credit Clerk	219.362-038 Mortgage-Closing Clerk
219.367-046 Disbursement Clerk	249.362-014 Mortgage Clerk
249.362-018 Mortgage Loan Closer	249.362-022 Mortgage Loan Processor

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 263; and the **California Occupational Guide**, 526.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Nursery Workers

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OES Code: 790050

18 Jobs Represented by the 8 Employers Responding

## Description of Occupation

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 69%; some college, but no degree, 31%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 38%; usually, 50%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 50%; sometimes, 50%; usually, 0%; always, 0%. Previous experience required ranged from 6 to 36 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Many** (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 0%; growth, 0%; temporary/seasonal positions, 13%. Turnover rate was 0%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (29 to 39)

Growth Rate, 1993-2000: 34.5%, Much faster than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Know how to use pesticides, herbicides, and gardening tools. Know horticulture. Possess pruning skills.

**Physical:** Able to stand continuously for two or more hours and lift at least 50 pounds repeatedly.

**Personal:** Able to work independently. Willing to work with close supervision and to work part time.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 8 firms, 0 answered this question.)

None were reported

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Nursery Workers

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## Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 7.00	\$5.38
New hires, experienced	5.50 - 7.50	6.00
Experienced, after 3 years	7.50 - 10.00	7.75

## Benefits Offered (Out of 8 firms, 3 offer benefits.)

	Full-Time	Part-Time
Medical insurance	0%	0%
Dental insurance	0%	0%
Vision insurance	0%	0%
Life insurance	33%	0%
Paid sick leave	0%	0%
Paid vacation	100%	0%
Retirement plan	0%	0%
Child care	0%	0%

## Hours and Gender

Full time, 56%, avg 40 hrs/wk	Part time, 22%, avg 16 hrs/wk	Temporary/On call, 6%, avg 20 hrs/wk
Seasonal, 17%, avg 20 hrs/wk	Male employees, 12 (67%)	Female employees, 6 (33%)

## Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	75%	Public school/ program referrals	0%
Newspaper ads	0%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	13%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	0%	Word-of-Mouth	13%

## Where the Jobs Are (in survey area)

Ornamental nursery production establishments, lawn and garden services, flowers and florists' suppliers, retail nurseries and garden stores

## Promotional Opportunities (Out of 8 firms, 8 answered this question.)

**Some** (38%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to field workers, foreman, landscaping, landscape maintenance, more responsibility and wages.

## Related Dictionary Of Occupational Titles and Codes

405.684-014 Horticultural Worker I

405.687-014 Horticultural Worker II

408.364-010 Plant-Care Worker

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 472; and the **California Occupational Guide**, No. 520.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Pest Controllers and Assistants***

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OES Code: 670080

55 Jobs Represented by the 7 Employers Responding

## **Description of Occupation**

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 75%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 14%; usually, 29%; always, 57%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 57%; sometimes, 14%; usually, 14%; always, 14%. Previous experience required ranged from 6 to 12 months.

**Positions requiring license or certification:** Persons employed by a registered company who apply insecticide, pesticide, rodenticide, or allied chemical or substance; persons involved in structural pest control (renewable in 3 yrs).

## **Employment Trends, Size**

**Many** (43%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (57%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 44%; growth, 44%; temporary/seasonal positions, 13%. Turnover rate was 13%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Small (30 to 35)

Growth Rate, 1993-2000: 16.7%, Average

(Projected growth for all occupations is 18.5%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to implement safe work practices, estimate costs and submit bids, apply principles of hazardous and toxic disposal. Possess a valid driver's license, Pest Control Applicator Certificate, and Pest Control license. Possess computer software skills.

**Physical:** Able to climb ladders, tolerate dust and unpleasant odors, tolerate fumes, climb high places, and lift at least 50 pounds repeatedly. Possess manual dexterity.

**Personal:** Able to work independently. Possess a good DMV driving record, public contact, and interpersonal skills. Willing to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years:** (Out of 7 firms, 3 answered this question.)

Computer skills, knowledge of internet, sales skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Pest Controllers and Assistants***

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## **Hourly Wages** (July 1997)

	<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$6.00 - 10.00	\$ 7.50
New hires, experienced	7.00 - 12.00	8.31
Experienced, after 3 year s	8.31 - 12.00	9.80

(**Many** responding employers pay commissions.)

## **Benefits Offered** (Out of 7 firms, 6 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0%
Dental insurance	33%	0%
Vision insurance	0%	0%
Life insurance	17%	0%
Paid sick leave	83%	0%
Paid vacation	100%	0%
Retirement plan	33%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 96%, avg 40 hrs/wk      Part time, 0%, avg 0 hrs/wk      Temporary/On call, 2%, avg 40 hrs/wk  
Seasonal, 2%, avg 40 hrs/wk      Male employees, 52 (95%)      Female employees, 3 (5%)  
(**Some** responding employers pay monthly salaries with hours ranging from 40 to 50 per week.)

## **Recruitment Methods** (Out of 7 firms, 7 answered this question.)

Employees' referrals	57%	Public school/ program referrals	0%
Newspaper ads	57%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	14%
Unsolicited applicants	43%	Union Hall referrals	0%
In-house promotion or transfer	14%	Word-of-Mouth	14%

## **Where the Jobs Are** (in survey area)

Disinfecting and pest control services

## **Promotional Opportunities** (Out of 7 firms, 7 answered this question.)

**Many** (43%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to licensed operator, supervisor, manager.

## **Related Dictionary Of Occupational Titles and Codes**

383.361-010 Fumigator      383.684-010 Exterminator Helper  
389.684-010 Exterminator

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 471, and the **California License Handbook**, Fifth Edition 1997, pages 74, 204, 205.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Reporters and Correspondents

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OES Code: 340110

42 Jobs Represented by the 8 Employers Responding

## Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television should be classified as Broadcast News Analysts.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 7%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 86%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 75%; usually, 13%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 13%; usually, 50%; always, 38%. Previous experience required ranged from 1 to 14 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Almost all** (88%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (13%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 86%; growth, 0%; temporary/seasonal positions, 14%. Turnover rate was 29%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (26 to 32)

Growth Rate, 1993-2000: 23.1%, Faster than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to gather information and prepare stories and present points of view on current issues. Able to investigate leads and news tips, and report on actions of public officials, executives, and special interest groups. Able to take notes, photographs, and shoot videos. Possess interviewing, organizational, good writing and listening skills. Possess computer software skills.

**Physical:** Be in good physical condition and possess stamina.

**Personal:** Able to work under pressure and in a noisy environment. Able to focus while experiencing distractions. Willing to work long hours with irregular schedules, and to change work hours to meet deadlines. Willing to work part-time, on weekends, and on holidays. Possess good public contact skills.

**Basic:** Able to read and follow instructions and write legibly. Possess communication and basic math skills.

**New skills needed over the next three years :** (Out of 8 firms, 3 answered this question.)

Photography and computer skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Reporters and Correspondents

## Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 8.00	\$6.00	\$ 8.75 - 8.75	\$ 8.75
New hires, experienced	6.00 - 9.90	8.12	10.00 - 12.50	11.25
Experienced, after 3 years	8.00 - 13.19	9.57	13.76 - 20.00	16.88

(36% employees represented are union members.)

## Benefits Offered (Out of 8 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	75%	0%
Dental insurance	63%	0%
Vision insurance	25%	0%
Life insurance	50%	0%
Paid sick leave	75%	0%
Paid vacation	100%	0%
Retirement plan	50%	0%
Child care	0%	0%

## Hours and Gender

Full time, 64%, avg 40 hrs/wk	Part time, 24%, avg 20 hrs/wk	Temporary/On call, 7%, avg 5 hrs/wk
Seasonal, 5%, avg 40 hrs/wk	Male employees, 20 (48%)	Female employees, 22 (52%)

## Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	25%	Public school/ program referrals	25%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	25%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Industry Publications, Broadcaster Associations	38%

## Where the Jobs Are (in survey area)

Newspapers, radio broadcasting stations

## Promotional Opportunities (Out of 8 firms, 7 answered this question.)

**Most** (71%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to newsdirector, editor, managing editor.

## Related Dictionary Of Occupational Titles and Codes

131.262-018 Reporter

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 182.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***Salespersons - Retail*** *(Except Vehicle Sales)*

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OES Code: 490112

468 Jobs Represented by the 19 Employers

## **Responding**

### **Description of Occupation**

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

### **Education, Training, and Experience**

#### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 97%; some college, but no degree, 1%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 2%; graduate study, 0%.

#### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 63%; usually, 21%; always, 16%.

#### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 21%; sometimes, 37%; usually, 32%; always, 11%. Previous experience required ranged from 3 to 24 months.

**Positions requiring license or certification:** Not applicable.

### **Employment Trends, Size**

**Many** (58%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (42%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 107 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 59%; growth, 22%; temporary/seasonal positions, 7%. Turnover rate was 14%.

#### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Very large (1005 to 1244)

Growth Rate, 1993-2000: 23.9%, Faster than average

(Projected growth for all occupations is 18.5%.)

### **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

### **Important Qualifications/Skills for Job Entry**

**Technical:** Able to apply sales techniques, make change, and operate a cash register.

**Physical:** Able to stand continuously for two or more hours.

**Personal:** Possess customer service, public contact, and good grooming skills. Able to work independently and under pressure. Willing to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 19 firms, 4 answered this question.)

Computer skills, people and customer service skills, computerized cash register skills

**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Salespersons-Retail*** (Except Vehicle Sales)

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## **Hourly Wages** (July 1997)

	<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$5.00 - 7.00	\$5.00
New hires, experienced	5.00 - 11.00	5.50
Experienced, after 3 years	5.45 - 14.00	7.00

(A few responding employers pay commissions.)

## **Benefits Offered** (Out of 19 firms, 11 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	64%	18%
Dental insurance	55%	9%
Vision insurance	27%	0%
Life insurance	36%	0%
Paid sick leave	64%	45%
Paid vacation	82%	45%
Retirement plan	27%	0%
Child care	9%	0%

## **Hours and Gender**

Full time, 43%, avg 40 hrs/wk	Part time, 44%, avg 26 hrs/wk	Temporary/On call, 12%, avg 23 hrs/wk
Seasonal, 0%, avg 20 hrs/wk	Male employees, 174 (37%)	Female employees, 294 (63%)

## **Recruitment Methods** (Out of 19 firms, 19 answered this question.)

Employees' referrals	63%	Public school/ program referrals	11%
Newspaper ads	42%	Private school referrals	5%
Private employment agencies	0%	Employment Development Dept	11%
Unsolicited applicants	37%	Union Hall referrals	0%
In-house promotion or transfer	42%	Sign at Store, Word-of-Mouth, Customer & Private Referrals	26%

## **Where the Jobs Are** (in survey area)

Wineries; lumber and building material stores; hardware stores; department stores; general merchandise stores; women's clothing stores; drug stores; sporting goods stores; gift, novelty, souvenir stores; sewing and needlework stores.

## **Promotional Opportunities** (Out of 19 firms, 19 answered this question.)

**Most** (63%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to full time; inventory ordering; bookkeeper; personal secretary; department head; manager; management; Higher level position in store; more responsibility and higher wages.

## **Related Dictionary Of Occupational Titles and Codes**

261.357-018 Sales Representative, Footwear	261.357-050 Salesperson, Men's & Boys' Clothing
261.357-070 Salesperson, Yard Goods	279.357-050 Salesperson, General Hardware
279.357-054 Salesperson, General Merchandise	290.477-014 Sales Clerk
299.677-010 Sales Attendant	261.357-066 Salesperson, Women's Apparel & Accessories

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 245; and the **California Occupational Guide**, No. 536.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Secretaries, Medical

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OES Code: 551050

41 Jobs Represented by the 15 Employers Responding

## Description of Occupation

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 17%; some college, but no degree, 61%; Associate (2 year) Degree, 22%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 80%; usually, 13%; always, 7%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 27%; usually, 67%; always, 7%. Previous experience required ranged from 3 to 48 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Most** (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 18 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 56%; growth, 39%; temporary/seasonal positions, 6%. Turnover rate was 24%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (71 to 81)

Growth Rate, 1993-2000: 14.1%, Slower than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to analyze data to solve problems, write effectively, use a variety of computer applications, synthesize information, and maintain an appointment calendar. Possess telephone answering skills. Know medical terminology.

**Physical:** Able to sit continuously for two or more hours.

**Personal:** Able to work under pressure, interact well with others, make decisions, and work independently. Possess customer service and public contact skills.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 15 firms, 6 answered this question.)

Communication and management skills; new dental techniques; computer skills: usage, scheduling, problem solving, and specialty software.

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Secretaries, Medical

## Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 10.00	\$ 6.00
New hires, experienced	5.00 - 12.00	7.00
Experienced, after 3 years	8.00 - 14.00	10.00

(A few responding employers pay a bonus or commission.)

## Benefits Offered (Out of 15 firms, 13 offer benefits.)

	Full-Time	Part-Time
Medical insurance	31%	8%
Dental insurance	23%	8%
Vision insurance	0%	0%
Life insurance	8%	0%
Paid sick leave	69%	8%
Paid vacation	92%	8%
Retirement plan	38%	15%
Child care	0%	0%

## Hours and Gender

Full time, 63%, avg 40 hrs/wk	Part time, 32%, avg 23 hrs/wk	Temporary/On call, 5%, avg 9 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 0 (0%)	Female employees, 41 (100%)

## Recruitment Methods (Out of 15 firms, 14 answered this question.)

Employees' referrals	64%	Public school/ program referrals	21%
Newspaper ads	86%	Private school referrals	29%
Private employment agencies	14%	Employment Development Dept	7%
Unsolicited applicants	14%	Union Hall referrals	0%
In-house promotion or transfer	21%	Other Doctors, Word-of-Mouth	21%

## Where the Jobs Are (in survey area)

Offices and clinics of medical doctors, dentists, chiropractors and optometrists

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

**Many** (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office manager, back office assistant.

## Related Dictionary Of Occupational Titles and Codes

201.362-014 Medical Secretary

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 287; and the **California Occupational Guide**, No. 177.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Surgical Technicians

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OES Code: 329280

8 Jobs Represented by the 4 Employers Responding

## Description of Occupation

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Please do not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 100%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 25%; sometimes, 50%; usually, 25%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 25%; usually, 50%; always, 25%. Previous experience required ranged from 3 to 24 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Some** (25%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (75%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 3 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 33%; people in permanent positions leaving firms, 33%; growth, 33%; temporary/seasonal positions, 0%. Turnover rate was 13%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (14 to 18)

Growth Rate, 1993-2000: 28.6%, Much faster than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to apply transferring techniques moving patients, follow emergency procedures, and assist in applying dressings. Possess infection control, instrument sterilization, and surgical assisting skills. Understand asepsis. Know anatomy, medical terminology, and physiology. Certified as an Operating Room Technician (CORT).

**Physical:** Able to sit or stand continuously for two or more hours. Possess manual dexterity.

**Personal:** Able to work as part of a team, work independently, and relate to patients. Willing to work over-time, nights, weekends, holidays, and on call; willing to work with close supervision. Possess organizational skills.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 4 firms, 0 answered this question.)

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Surgical Technicians

## Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.00 - 10.29	\$ 9.96	\$ 8.63 - 8.63	\$ 8.63
New hires, experienced	9.00 - 11.82	10.47	11.41 - 11.41	11.41
Experienced, after 3 years	11.50 - 12.30	11.57	12.61 - 12.61	12.61

(25% employees represented are union members.)

## Benefits Offered (Out of 4 firms, 3 offer benefits.)

	Full-Time	Part-Time
Medical insurance	67%	33%
Dental insurance	67%	33%
Vision insurance	67%	33%
Life insurance	67%	33%
Paid sick leave	67%	33%
Paid vacation	67%	33%
Retirement plan	67%	33%
Child care	0%	0%

## Hours and Gender

Full time, 50%, avg 39 hrs/wk	Part time, 50%, avg 19 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 5 (63%)	Female employees, 3 (38%)

## Recruitment Methods (Out of 4 firms, 4 answered this question.)

Employees' referrals	50%	Public school/ program referrals	25%
Newspaper ads	100%	Private school referrals	25%
Private employment agencies	0%	Employment Development Dept	25%
Unsolicited applicants	50%	Union Hall referrals	0%
In-house promotion or transfer	25%	Employment Training Agency	0%

## Where the Jobs Are (in survey area)

Offices and clinics of medical doctors, general medical and surgical hospitals

## Promotional Opportunities (Out of 4 firms, 4 answered this question.)

**None** (0%) employers who answered this question offer promotional opportunities.

## Related Dictionary Of Occupational Titles and Codes

079.374-022 Surgical Technician

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 214; and the **California Occupational Guide**, No. 462.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# Teachers - Elementary School

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OES Code: 313050

541 Jobs Represented by the 19 Employers Responding

## Description of Occupation

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 46%; graduate study, 54%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 5%; sometimes, 63%; usually, 21%; always, 11%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 26%; sometimes, 32%; usually, 37%; always, 5%. Previous experience required ranged from 2 to 8 months.

**Positions requiring license or certification:** Multiple subject teacher (elementary/self-contained classroom), Specialist (early childhood, bilingual/cross cultural); Special Education require teaching credentials.

## Employment Trends, Size

**Many** (47%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (48%) expect it to grow. **Few** (5%) expect it to decline. Responding employers reported 84 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 1%; people in permanent positions leaving firms, 18%; growth, 73%; temporary/seasonal positions, 8%. Turnover rate was 3%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (874 to 980)

Growth Rate, 1993-2000: 12.1%, Slower than average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Possess state teachers' certificate. Possess classroom management, problem solving, recordkeeping, supervisory, and audiovisual teaching skills. Able to write effectively and to administer emergency first aid. Possess computer software skills.

**Personal:** Able to exercise patience, work independently, and work under pressure. Possess a clean police record and understand a variety of cultures. Willing to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 19 firms, 6 answered this question.)

Knowledge of how brain works, computer knowledge, technology experience, current teaching methodology

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# Teachers - Elementary School

## Annual Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$22,299 - 26,845	\$25,000	\$20,000 - 27,000	\$23,500
New hires, experienced	24,632 - 36,345	27,598	22,000 - 28,350	25,175
Experienced, after 3 years	25,271 - 46,000	31,000	25,000 - 29,768	27,384

(89% employees represented are union members.)

## Benefits Offered (Out of 19 firms, 19 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	11%
Dental insurance	100%	11%
Vision insurance	95%	11%
Life insurance	32%	0%
Paid sick leave	95%	5%
Paid vacation	42%	5%
Retirement plan	68%	5%
Child care	5%	0%

## Hours and Gender

Full time, 95%, avg 37 hrs/wk	Part time, 4%, avg 22 hrs/wk	Temporary/On call, 1%, avg 35 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 110 (20%)	Female employees, 431 (80%)

## Recruitment Methods (Out of 19 firms, 19 answered this question.)

Employees' referrals	37%	Public school/ program referrals	58%
Newspaper ads	95%	Private school referrals	21%
Private employment agencies	5%	Employment Development Dept	11%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	42%	College Placement Office	11%

## Where the Jobs Are (in survey area)

Elementary schools

## Promotional Opportunities (Out of 19 firms, 14 answered this question.)

**Most** (79%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to administration, assistant principal, principal, superintendent

## Related Dictionary Of Occupational Titles and Codes

092.227-010 Teacher, Elementary School

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 150; the **California Occupational Guide**, No. 10; and the **California License Handbook**, Fifth Edition 1997, page 238. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Teachers - Secondary School

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OES Code: 313080

324 Jobs Represented by the 9 Employers Responding

## Description of Occupation

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 68%; graduate study, 32%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 56%; usually, 11%; always, 22%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 22%; sometimes, 11%; usually, 56%; always, 11%. Previous experience required ranged from 7 to 36 months.

**Positions requiring license or certification:** Multiple Subject Teacher, Single Subject Teacher (secondary/departmentalized classroom), and Special Education teachers require teaching credentials.

## Employment Trends, Size

**Many** (44%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (56%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 25 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 52%; growth, 28%; temporary/seasonal positions, 20%. Turnover rate was 4%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (401 to 481)

Growth Rate, 1993-2000: 20%, Average

(Projected growth for all occupations is 18.5%.)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified experienced applicants who meet their hiring standards. Experienced applicants may experience competition in job seeking. Responding employers report it is **somewhat difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified inexperienced applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to apply teaching techniques and write effectively. Possess a designated subjects teaching credential and state teachers' certificate. Possess classroom management, problem solving, supervisory, recordkeeping, and audio visual teaching skills. Possess computer software skills.

**Personal:** Able to exercise patience, work under pressure, and work independently. Possess a clean police record, interpersonal and public contact skills. Understand cultural diversity and willing to work with close supervision.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 9 firms, 3 answered this question.)

Computer technology, distance learning skills; English as a second language

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Teachers - Secondary School

## Annual Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$23,100 - 28,800	\$26,000	\$24,000 - 26,014	\$25,000
New hires, experienced	26,000 - 35,600	30,593	27,598 - 32,000	29,429
Experienced, after 3 years	26,000 - 41,000	31,299	29,429 - 36,345	30,000

(67% employees represented are union members.)

## Benefits Offered (Out of 9 firms, 9 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	33%
Dental insurance	100%	22%
Vision insurance	100%	22%
Life insurance	44%	0%
Paid sick leave	100%	0%
Paid vacation	44%	0%
Retirement plan	89%	22%
Child care	0%	0%

## Hours and Gender

Full time, 90%, avg 38 hrs/wk	Part time, 8%, avg 26 hrs/wk	Temporary/On call, 2%, avg 20 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 177 (55%)	Female employees, 147 (45%)

## Recruitment Methods (Out of 9 firms, 9 answered this question.)

Employees' referrals	33%	Public school/ program referrals	78%
Newspaper ads	89%	Private school referrals	33%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	22%	Union Hall referrals	0%
In-house promotion or transfer	56%	Colleges/Universities, Education Newsletters	22%

## Where the Jobs Are (in survey area)

Secondary schools

## Promotional Opportunities (Out of 9 firms, 8 answered this question.)

**Most** (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to administration.

## Related Dictionary Of Occupational Titles and Codes

091.227-010 Teacher, Secondary School

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 150; the **California Occupational Guide**, No. 57; and the **California License Handbook**, Fifth Edition 1997, page 238. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Tree Trimmers

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DOT 408.664-998 modified from 408.664-010 166 Jobs Represented by the 5 Employers Responding

## Description of Occupation

Tree Trimmers trim trees to clear right-of-way for communications lines and electric power lines to minimize storm and short-circuit hazards; climbs trees to reach branches interfering with wires and transmission towers, using climbing equipment. Prunes treetops, using saws or pruning shears. Repairs trees damaged by storm or lightning by trimming jagged stumps and painting them to prevent bleeding of sap. Removes broken limbs from wires, using hooked extension pole. May work from bucket of extended truck boom to reach limbs.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 20%; sometimes, 80%; usually, 0%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 20%; usually, 60%; always, 20%. Previous experience required ranged from 6 to 48 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 34 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 35%; growth, 35%; temporary/seasonal positions, 3%. Turnover rate was 7%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Not available

Growth Rate, 1993-2000: Not available

(Projected growth for all occupations is 18.5%)

## Supply and Demand Assessment

Responding employers report it is **very difficult** to find qualified experienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified experienced applicants. Responding employers report it is **somewhat difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified inexperienced applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to climb trees and to high places, use saws and chain saws, use pruning shears, trim jagged stumps and paint them to prevent sap bleeding, use hooked extension pole to remove broken limbs from wires, fell trees interfering with power service, work from bucket of extended truck boom to reach limbs. Possess pruning treetop skills.

**Physical:** Able to work outdoors in all weather conditions. Able to perform strenuous, physically demanding work and lift at least 50 pounds repeatedly. Possess agility, coordination, and good health.

**Personal:** Willing to work with close supervision, independently, and to work as part of a team.

**Basic:** Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 5 firms, 4 answered this question.)

Rope climbing, climb trees without spurs, learn new information on pests, insects and diseases

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Tree Trimmers

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## Hourly Wages (July 1997)

	NON-UNION	and UNION
	Range	Median
New hires, no experience	\$ 5.00 - 8.00	\$ 7.00
New hires, experienced	7.00 - 11.00	10.00
Experienced, after 3 years	12.00 - 18.00	13.00

(96% employees represented are union members.)

## Benefits Offered (Out of 5 firms, 2 offer benefits.)

	Full-Time	Part-Time
Medical insurance	50%	0%
Dental insurance	50%	0%
Vision insurance	50%	0%
Life insurance	100%	0%
Paid sick leave	0%	0%
Paid vacation	100%	0%
Retirement plan	0%	0%
Child care	0%	0%

## Hours and Gender

Full time, 99%, avg 40 hrs/wk	Part time, 1%, avg 30 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 163 (98%)	Female employees, 3 (2%)

## Recruitment Methods (Out of 5 firms, 5 answered this question.)

Employees' referrals	80%	Public school/ program referrals	0 %
Newspaper ads	80%	Private school referrals	0 %
Private employment agencies	40%	Employment Development Dept	20%
Unsolicited applicants	60%	Union Hall referrals	20%
In-house promotion or transfer	20%	Word-of-Mouth	20%

## Where the Jobs Are (in survey area)

Ornamental tree and shrub services

## Promotional Opportunities (Out of 5 firms, 5 answered this question.)

**Most** (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to climber, estimator, foreman, operations, supervisor, management.

## Related Dictionary Of Occupational Titles and Codes

408.664-010 Tree Trimmer

408.667-010 Tree-Trimmer Helper

## Additional Information

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Veterinary Assistants

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OES Code: 798060

27 Jobs Represented by the 10 Employers Responding

## Description of Occupation

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 62%; some college, but no degree, 23%; Associate (2 year) Degree, 15%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 40%; usually, 50%; always, 10%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 10%; sometimes, 40%; usually, 40%; always, 10%. Previous experience required ranged from 3 to 48 months.

**Positions requiring license or certification:** Paramedicals to assist veterinarians.

## Employment Trends, Size

**Many** (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 31%; people in permanent positions leaving firms, 38%; growth, 23%; temporary/seasonal positions, 8%. Turnover rate was 19%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (20 to 25)

Growth Rate, 1993-2000: 25.0%, Faster than average

(Projected growth for all occupations is 18.5%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to follow animal feeding and handling requirements, apply sterilization techniques;, follow laboratory procedures, administer medications, record and report information accurately, write effectively, and administer emergency first aid. Possess word processing and computer software skills.

**Physical:** Able to lift at least 50 pounds repeatedly.

**Personal:** Able to work under pressure, assess emergency situations and set priorities quickly, and work independently. Possess public contact skills. Willing to work with close supervision.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 10 firms, 2 answered this question.)

Computer skills, affinity for animals, physically fit

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# Veterinary Assistants

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## Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 6.00	\$5.70
New hires, experienced	5.00 - 8.00	6.50
Experienced, after 3 years	6.00 - 10.00	7.50

## Benefits Offered (Out of 10 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	38%	0 %
Dental insurance	25%	0 %
Vision insurance	25%	0 %
Life insurance	25%	0 %
Paid sick leave	25%	13 %
Paid vacation	88%	13 %
Retirement plan	13%	0 %
Child care	0%	0 %

## Hours and Gender

Full time, 33%, avg 40 hrs/wk      Part time, 63%, avg 24 hrs/wk      Temporary/On call, 0%, avg 0 hrs/wk  
Seasonal, 4%, avg 22 hrs/wk      Male employees, 1 (4%)      Female employees, 26 (96%)  
(A few employers pay monthly salaries with hours ranging from 40 to 45 per week.)

## Recruitment Methods (Out of 10 firms, 9 answered this question.)

Employees' referrals	67%	Public school/ program referrals	44%
Newspaper ads	56%	Private school referrals	11%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	56%	Union Hall referrals	0%
In-house promotion or transfer	0%	Resumes	11%

## Where the Jobs Are (in survey area)

Veterinary services

## Promotional Opportunities (Out of 10 firms, 10 answered this question.)

**Many** (40%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to front desk, receptionist, technician.

## Related Dictionary Of Occupational Titles and Codes

079.361-014 Veterinary Technician

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 472; and the **California License Handbook**, Fifth Edition 1997, page 75

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.



# *Veterinary Technicians and Technologists*

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OES Code: 329510

32 Jobs Represented by the 10 Employers Responding

## **Description of Occupation**

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 83%; Associate (2 year) Degree, 17%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 40%; usually, 40%; always, 20%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 10%; usually, 50%; always, 40%. Previous experience required ranged from 12 to 24 months.

**Positions requiring license or certification:** Paramedicals to assist veterinarians.

## **Employment Trends, Size**

**Most** (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 6 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 33%; growth, 50%; temporary/seasonal positions, 17%. Turnover rate was 6%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Small (15 to 19)

Growth Rate, 1993-2000: 26.7%, Faster than average

(Projected growth for all occupations is 18.5%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to accurately record and report information, write effectively, follow laboratory procedures, and perform routine laboratory tasks. Possess instrument sterilization, blood drawing and computer software skills. Know veterinary office procedures and medical terminology.

**Physical:** Possess emotional stability, good physical condition, and good eye-hand coordination.

**Personal:** Able to work as part of a team, under pressure, and independently. Willing to work with close supervision. Possess public contact skills.

**Basic:** Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 10 firms, 5 answered this question.)

Computer skills, physical strength, veterinary technician schooling, learn new medicines, continue education

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

# ***Veterinary Technicians and Technologists***

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## **Wages** (July 1997)

	<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$5.00 - 9.00	\$6.50
New hires, experienced	7.00 - 10.00	7.75
Experienced, after 3 years	8.00 - 12.00	9.50

## **Benefits Offered** (Out of 10 firms, 10 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	40%	0 %
Dental insurance	40%	0 %
Vision insurance	20%	0 %
Life insurance	20%	0 %
Paid sick leave	40%	10 %
Paid vacation	90%	10 %
Retirement plan	10%	0 %
Child care	0%	0 %

## **Hours and Gender**

Full time, 59%, avg 40 hrs/wk      Part time, 41%, avg 22 hrs/wk      Temporary/On call, 0%, avg 0 hrs/wk  
Seasonal, 0%, avg 0 hrs/wk      Male employees, 2 (6%)      Female employees, 30 (94%)  
(**Some** employers pay monthly salaries with hours ranging from 40 to 50 per week.)

## **Recruitment Methods** (Out of 10 firms, 10 answered this question.)

Employees' referrals	60%	Public school/ program referrals	40 %
Newspaper ads	40%	Private school referrals	20 %
Private employment agencies	10%	Employment Development Dept	0 %
Unsolicited applicants	30%	Union Hall referrals	0%
In-house promotion or transfer	20%	Resumes on file	10%

## **Where the Jobs Are** (in survey area)

Veterinary services, animal specialty services

## **Promotional Opportunities** (Out of 10 firms, 10 answered this question.)

**Some** (30%) employers who answered this question offer promotional opportunities.

## **Related Dictionary Of Occupational Codes and Titles**

079.361-014 Veterinary Technician

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 470; the **California Occupational Guide**, No. 402; and the **California License Handbook**, Fifth Edition 1997, page 75.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# Welfare Eligibility Workers & Interviewers

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OES Code: 535020

83 Jobs Represented by the 5 Employers Responding

## Description of Occupation

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals, initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants, and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 3%; some college, but no degree, 97%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 40%; sometimes, 20%; usually, 40%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 20%; sometimes, 0%; usually, 40%; always, 40%. Previous experience required ranged from 12 to 24 months.

**Positions requiring license or certification:** Not applicable.

## Employment Trends, Size

**All** (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 36 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 22%; people in permanent positions leaving firms, 28%; growth, 3%; temporary/seasonal positions, 47%. Turnover rate was 12%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (102 to 113)

Growth Rate, 1993-2000: 10.8%, Slower than average

(Projected growth for all occupations is 18.5%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat larger than demand for qualified applicants and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to complete forms, write effectively, and use a calculator. Possess alphabetic and numeric filing, social work, recordkeeping, telephone answering, problem solving, computer, and data entry skills. Know family social work.

**Physical:** Able to sit continuously for two or more hours.

**Personal:** Able to deal effectively with difficult individuals, manage unexpected situations or circumstances, read and comprehend information quickly, apply complex rules and regulations, work under pressure, work independently, and pay attention to detail. Possess listening and public contact skills. Be tactful and understand cultural diversity. Willing to work with close supervision.

**Basic:** Able to think logically, read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

**New skills needed over the next three years :** (Out of 5 firms, 5 answered this question.)

Computer and computer software skills

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**Key Terms:** All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

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# ***Welfare Eligibility Workers & Interviewers***

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## **Wages** (July 1997)

	<b>UNION</b>		<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$ 8.54 - 9.57	\$ 9.34	\$10.34 - 10.34	\$10.34
New hires, experienced	9.34 - 12.20	10.49	11.75 - 11.75	11.75
Experienced, after 3 years	10.81 - 12.64	11.94	13.61 - 13.61	13.61

(80% employees represented are union members.)

## **Benefits Offered** (Out of 5 firms, 5 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	100%	0 %
Life insurance	100%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

## **Hours and Gender**

Full time, 94%, avg 40 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 6%, avg 40 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 6 (7%)	Female employees, 77 (93%)

## **Recruitment Methods** (Out of 5 firms, 5 answered this question.)

Employees' referrals	0%	Public school/ program referrals	0%
Newspaper ads	60%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	0%	Union Hall referrals	0%
In-house promotion or transfer	40%	Cooperative Personnel Systems,	80%
		Merit System Services, Job Flyers	

## **Where the Jobs Are** (in survey area)

Job training and related services, county government

## **Promotional Opportunities** (Out of 5 firms, 5 answered this question.)

**All** (100%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to eligibility worker III, program specialist, help desk, eligibility supervisor.

## **Related Dictionary Of Occupational Titles and Codes**

195.267-010 Eligibility Worker                      168.267-038 Eligibility and Occupancy Interviewer

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 254.  
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

# ***1996 Occupational Summaries***

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The twenty-one occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 1996.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the county
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

## ***1996 Occupations Surveyed***

Accountants and Auditors

Cashiers

Cooks - Institution or Cafeteria

Correction Officers and Jailers

Electrical and Electronic Assemblers

Financial Managers

Food Preparation Workers

General Office Clerks

Industrial Truck and Tractor Operators

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

LAN/WAN (Local/Wide Area) Network Managers

Lodging Managers

Machinists

Maids and Housekeeping Cleaners

Maintenance Repairers - General Utility

Operating Engineers

Secretaries, General

Sheet Metal Workers

Telephone and Cable T. V. Line Installers and Repairers

Truck Drivers - Heavy or Tractor Trailer

Vocational and Educational Counselors

# Accountants and Auditors

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OES Code: 211140

45 jobs represented by the 16 employers responding

## Description of Occupation

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 20%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 20%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 31%; sometimes, 50%; usually, 13%; always, 6%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 6%; usually, 31%; always, 56%. Previous experience required ranged from 12 to 60 months.

## Employment Trends, Size

Almost all (94%) responding employers expect this occupation's employment to remain stable over the next 3 years, while a few (6%) expect it to grow. None expect it to decline. Responding employers reported 5 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 40%; people in permanent positions leaving firms, 60%; growth, 0%; temporary/seasonal positions, 0%. Turnover rate was 7%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Large (190 to 225)

Growth Rate, 1993-2000: Average (2.6% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Know computer applications, especially spreadsheet, word processing, database, accounting software; know business math, government, cost, and tax accounting; able to conduct an audit; possess financial and estate planning skills; bondable; Certified Public Accountant.

**Physical:** Possess verbal presentation and problem solving skills; write effectively.

**Personal:** Willing to work with close supervision and/or work independently; able to work under pressure; possess customer service skills.

**Basic:** Read and follow instructions, oral communication skills, write legibly.

**New skills needed over the next three years :** (Out of 16 firms, 7 answered this question.)

Advanced computer skills, computerized accounting software, continuing education on laws and regulation changes.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Accountants and Auditors

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## Wages (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 6.00 - 17.00	\$ 11.81	\$ 5.48 - 5.48	\$ 5.48
New hires, experienced	8.00 - 25.00	13.28	5.48 - 13.56	9.52
Experienced, after 3 years	11.00 - 29.00	15.77	10.22 - 15.70	12.96

(31% employees represented are union members.)

## Benefits Offered (Out of 16 firms, 15 offer benefits.)

	Full-Time	Part-Time
Medical insurance	93%	7%
Dental insurance	80%	7%
Vision insurance	67%	0%
Life insurance	73%	0%
Paid sick leave	67%	13%
Paid vacation	73%	13%
Retirement plan	47%	7%
Child care	13%	0%

## Hours and Gender

Full time, 91%, avg 40 hrs/wk	Part time, 9%, avg 23 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 16 (36%)	Female employees, 29 (64%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	50%	Public school/ program referrals	13%
Newspaper ads	50%	Private school referrals	13%
Private employment agencies	19%	Employment Development Dept	6%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	50%	State lists, exams	13%

## Where the Jobs Are (in survey area)

Accounting, auditing, and bookkeeping firms; federal, state, and county government offices; hotels and motels; elementary and secondary school districts; civic and social associations.

## Promotional Opportunities (Out of 16 firms, 15 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to accounting supervisor, higher level accounting position, superintendent, and assistant auditor.

## Related Dictionary Of Occupational Titles and Codes

160.162-018 Accountant  
160.167-054 Auditor

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 17; and the **California Occupational Guide**, No. 1.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Cashiers

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OES Code: 490230

143 jobs represented by the 16 employers responding

## Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: have less than high school, 30%; high school or equivalent, 70%; some college, but no degree, 9%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 38%; usually, 38%; always, 25%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 63%; usually, 31%; always, 6%. Previous experience required ranged from 5 to 12 months.

## Employment Trends, Size

Most (56%) responding employers expect this occupation's employment to remain stable over the next 3 years, while many (44%) expect it to grow. None expect it to decline. Responding employers reported 46 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 30%; growth, 15%; temporary/seasonal positions, 28%. Turnover rate was 10%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (1,040 to 1,305)

Growth Rate, 1993-2000: Faster than average (3.6% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Recordkeeping, cash handling, computer applications, and grocery checking skills; able to follow check cashing procedures and operate a cash register; bondable.

**Physical:** Able to stand continuously for 2 or more hours.

**Personal:** Willing to work with close supervision, public contact skills, able to work independently and under pressure.

**Basic:** Read and follow instructions, oral communication skills, basic math, able to write legibly.

**New skills needed over the next three years :** (Out of 16 firms, 6 answered this question.)

Computer and computer color matching for paint skills; customer service; decision making, critical thinking, and inventory/register skills.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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## Wages (August 1996)

	NON-UNION	
	Range	Median
New hires, no experience	\$ 4.25 - 8.00	\$ 4.50
New hires, experienced	4.25 - 9.00	5.00
Experienced, after 3 years	6.00 - 12.00	6.88

## Benefits Offered (Out of 16 firms, 9 offer benefits.)

	Full-Time	Part-Time
Medical insurance	78%	11%
Dental insurance	44%	11%
Vision insurance	11%	11%
Life insurance	11%	0%
Paid sick leave	56%	22%
Paid vacation	89%	22%
Retirement plan	22%	11%
Child care	0%	0%

## Hours and Gender

Full time, 50%, avg 40 hrs/wk	Part time, 45%, avg 24 hrs/wk	Temporary/On call, 2%, avg 8 hrs/wk
Seasonal, 3%, avg 30 hrs/wk	Male employees, 46 (32%)	Female employees, 97 (68%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	88%	Public school/ program referrals	19%
Newspaper ads	38%	Private school referrals	13%
Private employment agencies	6%	Employment Development Dept	19%
Unsolicited applicants	81%	Union Hall referrals	0%
In-house promotion or transfer	50%	Other	0%

## Where the Jobs Are (in survey area)

Gasoline service stations; grocery, general merchandise, and drug/proprietary stores; lumber/building and hardware stores; eating places; video tape rentals; sporting goods; home furnishings, florists, and book stores.

## Promotional Opportunities (Out of 16 firms, 15 answered this question.)

Almost all (80%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office assistant, waitress, supervisor or department head, assistant manager, manager, part time to full time, and more job responsibilities.

## Related Dictionary Of Occupational Titles and Codes

211.362-010 Cashier I  
211.462-010 Cashier II  
211.462-014 Cashier-Checker

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 235; and the **California Occupational Guide**, No. 31.

# ***Cooks, Institution or Cafeteria***

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OES Code: 650280

137 jobs represented by the 19 employers responding

## **Description of Occupation**

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 14%; high school or equivalent, 86%; some college, but no degree, 18%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 16%; sometimes, 68%; usually, 16%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 16%; usually, 53%; always, 32%. Previous experience required ranged from 6 to 24 months.

## **Employment Trends, Size**

Almost all (79%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (21%) expect it to grow. None expect it to decline. Responding employers reported 28 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 18%; people in permanent positions leaving firms, 75%; growth, 4%; temporary/seasonal positions, 4%. Turnover rate was 15%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Large (200 to 225)

Growth Rate, 1993-2000: Slower than average (1.8% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to plan and organize the work of others; cook ethnic foods; possess food baking, pastry making, food preparation, institutional cooking, meat carving, food buying, and menu planning skills; able to write effectively; computer skills.

**Physical:** Able to lift at least 30 lbs repeatedly and pass a pre-employment medical examination.

**Personal:** Willing to work with close supervision; able to work independently and under pressure.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 19 firms, 5 answered this question.)

Know state and federal dietary and safety guidelines; know nutrition analysis and computer applications.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Cooks, Institution or Cafeteria

## Wages (August 1996)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 6.00 - 11.00	\$ 8.62	\$ 5.25 - 9.50	\$ 6.50
New hires, experienced	6.00 - 14.01	9.58	6.50 - 10.00	7.50
Experienced, after 3 years	7.20 - 17.34	10.72	7.00 - 11.25	8.50

(74% employees represented are union members.)

## Benefits Offered (Out of 19 firms, 18 offer benefits.)

	Full-Time	Part-Time
Medical insurance	89%	44%
Dental insurance	83%	44%
Vision insurance	78%	39%
Life insurance	50%	17%
Paid sick leave	89%	61%
Paid vacation	89%	61%
Retirement plan	72%	39%
Child care	6%	6%

## Hours and Gender

Full time, 70%, avg 42 hrs/wk	Part time, 20%, avg 23 hrs/wk	Temporary/On call, 10%, avg 24 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 53 (39%)	Female employees, 84 (61%)

## Recruitment Methods (Out of 19 firms, 19 answered this question.)

Employees' referrals	53%	Public school/ program referrals	25%
Newspaper ads	79%	Private school referrals	11%
Private employment agencies	0%	Employment Development Dept	32%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	53%	Civil Service lists, job training agency, senior programs	32%

## Where the Jobs Are (in survey area)

Elementary and secondary schools, state government, residential care, home health care services, skilled nursing care facilities, retirement homes, hotels and motels, senior centers.

## Promotional Opportunities (Out of 19 firms, 19 answered this question.)

Most (63%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head cook, assistant supervisor, supervisor, café manager, and higher positions within firm.

## Related Dictionary Of Occupational Titles and Codes

313.381-030 Cook, School Cafeteria  
315.361-010 Cook  
315.381-010 Cook

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 304; and the **California Occupational Guide**, No. 93.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Correction Officers and Jailers

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OES Code: 630170

946 jobs represented by the 7 employers responding

## Description of Occupation

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile of public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 10%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 43%; usually, 57%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 29%; sometimes, 71%; usually, 0%; always, 0%. Previous experience required was reported as 12 months.

## Employment Trends, Size

Many (43%) responding employers expect this occupation's employment to remain stable over the next 3 years, while most (57%) expect it to grow. None expect it to decline. Responding employers reported 102 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 39%; growth, 22%; temporary/seasonal positions, 30%. Turnover rate was 4%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (1,025 to 1,400)

Growth Rate, 1993-2000: Much faster than average (5.2% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to plan and organize the work of others, administer emergency first aid, write effectively; possess a firearms qualification card and supervisory skills.

**Physical:** Able to pass a pre-employment medical examination and a physical performance test.

**Personal:** Understand a variety of cultures; willing to work with close supervision; able to handle crisis situations, work independently, and under pressure.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 7 firms, 2 answered this question.)

Computer and people skills.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Correction Officers and Jailers

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## Wages (August 1996)

	UNION/NON-UNION	
	Range	Median
New hires, no experience	\$10.00 - 13.50	\$11.56
New hires, experienced	10.00 - 15.75	13.58
Experienced, after 3 years	12.00 - 22.25	18.21

(98% employees represented are union members.)

## Benefits Offered (Out of 7 firms, 7 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	57%
Dental insurance	100%	57%
Vision insurance	86%	57%
Life insurance	71%	29%
Paid sick leave	100%	57%
Paid vacation	100%	57%
Retirement plan	100%	57%
Child care	0%	0%

## Hours and Gender

Full time, 87%, avg 40 hrs/wk	Part time, 4%, avg 31 hrs/wk	Temporary/On call, 9%, avg 37 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 779 (82%)	Female employees, 167 (18%)

## Recruitment Methods (Out of 7 firms, 7 answered this question.)

Employees' referrals	29%	Public school/ program referrals	43%
Newspaper ads	71%	Private school referrals	14%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	14%	Union Hall referrals	0%
In-house promotion or transfer	57%	State lists, exam	43%

## Where the Jobs Are (in survey area)

Correctional institutions, county sheriff offices

## Promotional Opportunities (Out of 7 firms, 7 answered this question.)

Almost all (86%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to correctional sergeant or counselor, lieutenant, supervisor, and sheriff deputy.

## Related Dictionary Of Occupational Titles and Codes

372.667-018 Correction officer

372.367-014 Jailer

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 295; and the **California Occupational Guide**, No. 220.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Electrical & Electronic Assemblers***

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OES Code: 939050

226 jobs represented by the 7 employers responding

## **Description of Occupation**

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 24%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 57%; usually, 43%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 29%; sometimes, 57%; usually, 14%; always, 0%. Previous experience required ranged from 6 to 36 months.

## **Employment Trends, Size**

Some (29%) responding employers expect this occupation's employment to remain stable over the next 3 years, while most (71%) expect it to grow. None expect it to decline. Responding employers reported 41 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 10%; people in permanent positions leaving firms, 32%; growth, 56%; temporary/seasonal positions, 2%. Turnover rate was 6%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Large (106 to 227)

Growth Rate, 1993-2000: Much faster than average (5.4% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified experienced applicants. Responding employers report it is **a little difficult** to find inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Understand electrical circuitry and military specifications; know electronic circuitry; able to read blueprints, schematics, and use hand tools; possess electronic component, product assembly, and soldering skills.

**Physical:** Able to stand and/or sit continuously for 2 or more hours, able to work rapidly; possess good manual dexterity, eye-hand coordination, vision and color perception.

**Personal:** Willing to work with close supervision; able to perform routine, repetitive work and work independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 7 firms, 4 answered this question.)

Ability to read schematics and blue prints; possess typing, computer, soldering, and surface mounting skills.

**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Electrical and Electronic Assemblers***

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## **Wages** (August 1996)

	<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$ 4.25 - 7.00	\$5.25
New hires, experienced	4.25 - 7.00	5.75
Experienced, after 3 years	5.50 - 10.00	7.50

## **Benefits Offered** (Out of 7 firms, 7 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	86%	0%
Dental insurance	57%	0%
Vision insurance	14%	0%
Life insurance	29%	0%
Paid sick leave	43%	14%
Paid vacation	86%	14%
Retirement plan	29%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 98%, avg 40 hrs/wk	Part time, 2%, avg 24 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 77 (34%)	Female employees, 149 (66%)

## **Recruitment Methods** (Out of 7 firms, 7 answered this question.)

Employees' referrals	71%	Public school/ program referrals	57%
Newspaper ads	57%	Private school referrals	14%
Private employment agencies	57%	Employment Development Dept	43%
Unsolicited applicants	43%	Union Hall referrals	0%
In-house promotion or transfer	57%	Word-of-mouth	14%

## **Where the Jobs Are** (in survey area)

Radio and TV communications equipment sites; electronic computers, transformers, electronic components, and process control instruments manufacturers.

## **Promotional Opportunities** (Out of 7 firms, 7 answered this question.)

All (100%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to technician, lead person, supervisor, and quality control person.

## **Related Dictionary Of Occupational Titles and Codes**

729.384-026 Electrical Assembler  
726.684-018 Electronics Assembler

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 462; and the **California Occupational Guide**, No. 47.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Financial Managers

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OES Code: 130020

23 jobs represented by the 22 employers responding

## Description of Occupation

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Please include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 60%; graduate study, 20%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 59%; sometimes, 41%; usually, 0%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 0%; usually, 14%; always, 86%. Previous experience required ranged from 12 to 72 months.

## Employment Trends, Size

All (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while none (0%) expect it to grow. None expect it to decline. Responding employers reported 5 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 20%; people in permanent positions leaving firms, 80%; growth, 0%; temporary/seasonal positions, 0%. Turnover rate was 17%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (240 to 265)

Growth Rate, 1993-2000: Slower than average (1.5% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to plan and organize work of others; possess business math, report writing, cost accounting, financial planning, budget analysis, cost analysis, and verbal presentation skills; understand regulations affecting financial institutions; able to analyze securities and apply techniques of statistical analysis; able to hire and assign personnel, know computer spreadsheet, word processing, database and accounting applications and perform advanced mathematical computations; able to interpret actuarial and probability of loss tables.

**Personal:** Able to read and comprehend information quickly and work independently.

**New skills needed over the next three years :** (Out of 22 firms, 6 answered this question.)

Increased computer hardware, mainframe, and network knowledge; investment knowledge; activity-based accounting methods.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Financial Managers

## Wages (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.75 - 31.25	\$16.87	Not applicable	Not applicable
New hires, experienced	11.00 - 32.75	19.25	\$13.00 - 19.00	16.86
Experienced, after 3 years	14.50 - 33.75	21.65	15.00 - 21.00	18.25

(13% employees represented are union members.)

## Benefits Offered (Out of 22 firms, 21 offer benefits.)

	Full-Time	Part-Time
Medical insurance	95%	5%
Dental insurance	86%	5%
Vision insurance	86%	5%
Life insurance	71%	5%
Paid sick leave	95%	5%
Paid vacation	95%	5%
Retirement plan	90%	5%
Child care	14%	0%

## Hours and Gender

Full time, 96%, avg 40 hrs/wk	Part time, 4%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 11 (48%)	Female employees, 12 (52%)

## Recruitment Methods (Out of 22 firms, 22 answered this question.)

Employees' referrals	27%	Public school/ program referrals	23%
Newspaper ads	86%	Private school referrals	0%
Private employment agencies	14%	Employment Development Dept	9%
Unsolicited applicants	9%	Union Hall referrals	0%
In-house promotion or transfer	27%	State lists, trade referrals, flyers	14%

## Where the Jobs Are (in survey area)

Local county government offices; elementary and secondary school districts; colleges; state commercial banks and savings and loan institutions; insurance, lumber, and engineering firms; social services.

## Promotional Opportunities (Out of 22 firms, 20 answered this question.)

Many (45%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to assistant controller, corporate secretary/treasurer, executive director, director of accounting, president, CEO, and board of directors.

## Related Dictionary Of Occupational Titles and Codes

160.167-058 Controller  
186.167-086 Manager, Financial Institution

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 36; and the **California Occupational Guide**, No. 260.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Food Preparation Workers

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OES Code: 650380

177 jobs represented by the 15 employers responding

## Description of Occupation

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 39%; high school or equivalent, 61%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 7%; sometimes, 40%; usually, 20%; always, 33%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 40%; sometimes, 40%; usually, 13%; always, 7%. Previous experience required ranged from 3 to 36 months.

## Employment Trends, Size

Many (40%) responding employers expect this occupation's employment to remain stable over the next 3 years, while most (53%) expect it to grow and a few (7%) expect it to decline. Responding employers reported 118 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 81%; growth, 6%; temporary/seasonal positions, 3%. Turnover rate was 54%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (700 to 890)

Growth Rate, 1993-2000: Faster than average (3.9% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Sandwich and salad making skills, able to operate a cash register and handle multiple food orders in a timely fashion, certified as a food handler and know sanitary work practices.

**Physical:** Able to pass a pre-employment medical examination, to stand continuously for 2 or more hours, work rapidly, and to lift at least 30 lbs repeatedly.

**Personal:** Willing to work with close supervision, personal cleanliness, public contact skills, able to work independently and under pressure.

**Basic:** Read and follow written and oral instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 15 firms, 3 answered this question.)

Customer service skills and practice food safety standards.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

# Food Preparation Workers

## Wages (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$4.25 - 6.50	\$ 4.43	\$ 5.90 - \$ 7.67	\$ 7.40
New hires, experienced	4.25 - 7.00	5.66	5.90 - 8.17	8.15
Experienced, after 3 years	5.25 - 10.00	7.19	8.99 - 9.14	9.00

(18% employees represented are union members.)

## Benefits Offered (Out of 15 firms, 9 offer benefits.)

	Full-Time	Part-Time
Medical insurance	89%	22%
Dental insurance	67%	22%
Vision insurance	56%	22%
Life insurance	67%	22%
Paid sick leave	33%	33%
Paid vacation	89%	33%
Retirement plan	56%	22%
Child care	0%	0%

## Hours and Gender

Full time, 52%, avg 39 hrs/wk	Part time, 46%, avg 23 hrs/wk	Temporary/On call, 2%, avg 15 hrs/wk
Seasonal, 1%, avg 16 hrs/wk	Male employees, 82 (46%)	Female employees, 95 (54%)

## Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	67%	Public school/ program referrals	7%
Newspaper ads	53%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	20%
Unsolicited applicants	47%	Union Hall referrals	0%
In-house promotion or transfer	67%	In-store signs, applications	20%

## Where the Jobs Are (in survey area)

Eating and drinking places, grocery stores, general medical and surgical hospitals, amusement and recreation centers, individual and family services, civic and social associations.

## Promotional Opportunities (Out of 15 firms, 15 answered this question.)

All (100%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to food service worker II, waitperson, checker, cook trainee, line cook, assistant cook, cook, sou chef, assistant manager, and manager.

## Related Dictionary Of Occupational Titles and Codes

317.687-010 Cook Helper  
318.687-010 Kitchen Helper  
319.484-010 Food Assembler, Kitchen

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 306-308.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# General Office Clerks

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OES Code: 553470

41 jobs represented by the 16 employers responding

## Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 57%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 19%; sometimes, 75%; usually, 6%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 6%; usually, 50%; always, 44%. Previous experience required ranged from 6 to 36 months.

## Employment Trends, Size

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while many (38%) expect it to grow; some (13%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 43%; growth, 29%; temporary/seasonal positions, 21%. Turnover rate was 15%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (880 to 1,000)

Growth Rate, 1993-2000: Slower than average (1.9% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Skills in computer software applications, especially word processing, database, and spreadsheet; recordkeeping; alphabetic and numeric filing; English grammar, spelling, and punctuation; telephone answering; able to operate 10-key adding machine by touch, operate a transcribing machine, write effectively, and type at least 45 wpm.

**Personal:** Able to perform routine, repetitive work and to work independently, willing to work with close supervision, public contact skills.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 16 firms, 6 answered this question.)

Advanced computer skills, on-line and computer networks, job costing.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# General Office Clerks

## Wages (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 5.00 - 11.00	\$ 6.00	\$ 8.27 - \$ 8.31	\$ 8.29
New hires, experienced	5.50 - 11.00	7.00	8.68 - 10.54	9.40
Experienced, after 3 years	6.00 - 13.00	9.00	9.13 - 13.33	11.50

(32% employees represented are union members.)

## Benefits Offered (Out of 16 firms, 14 offer benefits.)

	Full-Time	Part-Time
Medical insurance	86%	7%
Dental insurance	71%	7%
Vision insurance	57%	7%
Life insurance	57%	7%
Paid sick leave	71%	14%
Paid vacation	79%	14%
Retirement plan	71%	0%
Child care	0%	0%

## Hours and Gender

Full time, 76%, avg 39 hrs/wk	Part time, 22%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 2%, avg 24 hrs/wk	Male employees, 1 (2%)	Female employees, 40 (98%)

## Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	63%	Public school/ program referrals	6%
Newspaper ads	69%	Private school referrals	0%
Private employment agencies	13%	Employment Development Dept	13%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	44%	State lists	6%

## Where the Jobs Are (in survey area)

Elementary and secondary schools; local, county, state government offices; lumber, trucking and sheet metal companies; insurance services; offices of medical doctors and dentists, drug and proprietary stores; amusement and recreation centers.

## Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Most (69%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to administrative assistant, secretary, accounts payable/billing/fiscal clerk, collections manager, office manager, and higher positions within organization.

## Related Dictionary Of Occupational Titles and Codes

209.562-010 Clerk, General  
219.362-010 Administrative Clerk

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 263; and the **California Occupational Guide**, No. 295.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Industrial Truck & Tractor Operators***

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OES Code: 979470

76 jobs represented by the 9 employers responding

## **Description of Occupation**

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 38%; high school or equivalent, 62%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 22%; sometimes, 56%; usually, 22%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 44%; usually, 0%; always, 56%. Previous experience required ranged from 4 to 24 months.

## **Employment Trends, Size**

Most (67%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (33%) expect it to grow. None expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 46%; growth, 0%; temporary/seasonal positions, 54%. Turnover rate was 8%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Large (120 to 135)

Growth Rate, 1993-2000: Slower than average (1.8% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Automotive maintenance and minor repair skills, possess a valid driver's license and a fork lift driver's certificate.

**Physical:** Good eye-hand coordination, able to pass a pre-employment medical examination and to lift at least 50 lbs repeatedly.

**Personal:** Possess mechanical aptitude, willing to work with close supervision, able to work independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 9 firms, 0 answered this question.)

None reported.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Industrial Truck & Tractor Operators***

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## **Wages** (August 1996)

	<b>NON-UNION/UNION</b>	
	<b>Range</b>	<b>Median</b>
New hires, no experience	\$ 4.25 - 7.00	\$ 5.25
New hires, experienced	5.00 - 15.00	9.00
Experienced, after 3 years	7.00 - 16.50	9.00

(8% employees represented are union members. Union firms pay at top end of wage range.)

## **Benefits Offered** (Out of 9 firms, 7 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0%
Dental insurance	86%	0%
Vision insurance	57%	0%
Life insurance	57%	0%
Paid sick leave	43%	0%
Paid vacation	86%	0%
Retirement plan	43%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 88% avg 40 hrs/wk	Part time, 5%, avg 23 hrs/wk	Temporary/On call, 0% avg 0 hrs/wk
Seasonal, 7%, avg 60 hrs/wk	Male employees, 75 (99%)	Female employees, 1 (1%)

## **Recruitment Methods** (Out of 9 firms, 9 answered this question.)

Employees' referrals	33%	Public school/ program referrals	11%
Newspaper ads	44%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	33%
Unsolicited applicants	33%	Union Hall referrals	0%
In-house promotion or transfer	33%	Civil service list, word-of-mouth	22%

## **Where the Jobs Are** (in survey area)

Lumber and building materials firms, sawmills and planing mills, local trucking companies, state government agencies.

## **Promotional Opportunities** (Out of 9 firms, 9 answered this question.)

Some (33%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerk/counter person, and supervisor.

## **Related Dictionary Of Occupational Titles and Codes**

921.683-050 Industrial Truck Operator  
929.683-014 Tractor Operator

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 438.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Janitors and Cleaners, except maids and housekeeping cleaners***

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OES Code: 670050

90 Jobs Represented by the 16 Employers Responding

## **Description of Occupation**

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 13%; high school or equivalent, 87%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 6%; sometimes, 44%; usually, 31%; always, 19%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 19%; sometimes, 56%; usually, 13%; always, 13%. Previous experience required ranged from 6 to 24 months.

## **Employment Trends, Size**

Almost all (81%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (19%) expect it to grow. None expect it to decline. Responding employers reported 30 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 30%; people in permanent positions leaving firms, 27%; growth, 17%; temporary/seasonal positions, 27%. Turnover rate was 9%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Very large (430 to 480)

Growth Rate, 1993-2000: Slower than average (1.7% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate floor polishing equipment and shampoo carpets; understand cleaning compounds and solutions; skills in brush painting, lawn and garden care, window washing, pest extermination, painting, ceramic or floor tile repair, and carpentry; bondable; possess valid driver's license.

**Physical:** Lift at least 100 lbs repeatedly.

**Personal:** Possess a reliable vehicle, willing to work with close supervision, able to work independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 16 firms, 2 answered this question.)

Able to repair new equipment/products.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Janitors and Cleaners***, *except maids and housekeeping cleaners*

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## **Wages** (August 1996)

	<b>UNION</b>		<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$ 6.03 - 12.04	\$ 9.01	\$ 4.25 - \$ 8.75	\$5.00
New hires, experienced	6.73 - 13.11	9.26	4.25 - 10.00	7.80
Experienced, after 3 years	7.67 - 14.18	9.76	5.50 - 10.00	8.50

(74% employees represented are union members.)

## **Benefits Offered** (Out of 16 firms, 12 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	83%	42%
Dental insurance	83%	42%
Vision insurance	83%	42%
Life insurance	25%	8%
Paid sick leave	50%	67%
Paid vacation	83%	67%
Retirement plan	50%	33%
Child care	0%	0%

## **Hours and Gender**

Full time, 66%, avg 40 hrs/wk	Part time, 24%, avg 19 hrs/wk	Temporary/On call, 10%, avg 27 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 70 (78%)	Female employees, 20 (22%)

## **Recruitment Methods** (Out of 16 firms, 16 answered this question.)

Employees' referrals	63%	Public school/ program referrals	13%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	25%
Unsolicited applicants	31%	Union Hall referrals	0%
In-house promotion or transfer	44%	Word-of-mouth, applications	13%

## **Where the Jobs Are** (in survey area)

Elementary and secondary schools; eating places; drug, proprietary, and grocery stores; mobile home and trailer park sites; beauty shops; body repair and paint shops; amusement and recreation sites; residential care.

## **Promotional Opportunities** (Out of 16 firms, 14 answered this question.)

Most (57%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head custodian, checker, apprenticeship painter or body man, and maintenance II and III.

## **Related Dictionary Of Occupational Titles and Codes**

381.687-014 Cleaner, Commercial or Institutional  
382.664-010 Janitor

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 324; and the **California Occupational Guide**, No. 88.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# LAN/WAN (Local/Wide Area) Network Managers

DOT Code: 031.262-999 (modified from 031.262-014)

9 Jobs Represented by the 8 Employers Responding

## Description of Occupation

LAN/WAN (Local/Wide Area) Network Managers direct a firm's network and its related computing environment, including computer hardware, systems and applications software, and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of analysts and technicians. Some managers of smaller companies may work independently or with just one technician. They monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems. They may train staff to use equipment and coordinate installation of or install communication lines.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 67%; Bachelor (4 year) Degree, 33%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 75%; sometimes, 25%; usually, 0%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 0%; usually, 25%; always, 75%. Previous experience required ranged from 12 to 48 months.

## Employment Trends, Size

Almost all (88%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (13%) expect it to grow. None expect it to decline. Responding employers reported 3 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 33%; growth, 67%; temporary/seasonal positions, 0%. Turnover rate was 11%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Not available.

Growth Rate, 1993-2000: Not available

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified experienced applicants. Responding employers report it is **very difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified inexperienced applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Possess supervisory and sales skills; knowledge of microcomputer hardware and operating systems, software applications, and lease line procedures for WANs; understand local and wide area networks (LAN and WAN); able to plan and organize training programs, use operating manuals, analyze data to solve problems, write effectively, operate video cameras, conduct training programs, troubleshoot, conduct cost analysis and propose recommendations, develop proposals, and evaluate customer's system needs.

**Personal:** Able to work independently, communicate with computer-literate staff, communicate technical information to non-technical staff, coordinate multiple activities.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 8 firms, 2 answered this question.)

Keep up-to-date with new technology and new software/hardware.

**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

# **LAN/WAN** *(Local/Wide Area)* **Network Managers**

## **Wages** (August 1996)

	<b>UNION</b>		<b>NON-UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$ 18.00 - 20.78	\$ 19.39	Not applicable	Not applicable
New hires, experienced	16.01 - 20.78	19.39	\$ 11.25 - 19.25	13.84
Experienced, after 3 years	19.46 - 24.07	21.96	12.25 - 23.50	15.62

(56% employees represented are union members.)

## **Benefits Offered** (Out of 8 firms, 7 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	100%	0%
Dental insurance	100%	0%
Vision insurance	100%	0%
Life insurance	100%	0%
Paid sick leave	86%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	14%	0%

## **Hours and Gender**

Full time, 89%, avg 40 hrs/wk	Part time, 11%, avg 10 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 6 (67%)	Female employees, 3 (33%)

## **Recruitment Methods** (Out of 8 firms, 8 answered this question.)

Employees' referrals	0%	Public school/ program referrals	0%
Newspaper ads	75%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	13%
Unsolicited applicants	0%	Union Hall referrals	0%
In-house promotion or transfer	38%	State lists, prof. journals, job postings	50%

## **Where the Jobs Are** (in survey area)

County and state government agencies, general medical and surgical hospitals

## **Promotional Opportunities** (Out of 8 firms, 8 answered this question.)

Some (13%) employers who answered this question offer promotional opportunities to a higher position.

## **Related Dictionary Of Occupational Titles and Codes**

031.262-014 Network Control Operator

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 92-94; and the **California Occupational Guide**, No. 2001A,4.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Lodging Managers

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OES Code: 150262

44 Jobs Represented by the 14 Employers Responding

## Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 38%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 50%; usually, 36%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 21%; usually, 43%; always, 36%. Previous experience required ranged from 3 to 24 months.

## Employment Trends, Size

Almost all (86%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (14%) expect it to grow. None expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 63%; growth, 25%; temporary/seasonal positions, 0%. Turnover rate was 23%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (90 to 100)

Growth Rate, 1993-2000: Slower than average (1.6% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to maintain financial records, manage an activity or department, plan and organize the work of others, follow purchasing procedures, hire and assign personnel, and write effectively; skills in business math, record keeping, catering and problem solving; understand inventory techniques; know a variety of computer applications.

**Personal:** Willing to work with close supervision, able to work independently and under pressure, public contact and customer service skills.

**Basic:** Read and follow instructions, oral communication skills, write legibly.

**New skills needed over the next three years :** (Out of 14 firms, 5 answered this question.)

Computer reservations, advanced computer skills, internet E-mail, marketing, tour bus scheduling.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

# Lodging Managers

## Wages (August 1996)

	NON-UNION	
	Range	Median
New hires, no experience	\$ 4.75 - 8.50	\$ 5.45
New hires, experienced	4.75 - 17.00	6.25
Experienced, after 3 years	5.25 - 23.00	8.00

## Benefits Offered (Out of 14 firms, 11 offer benefits.)

	Full-Time	Part-Time
Medical insurance	45%	9%
Dental insurance	36%	0%
Vision insurance	27%	0%
Life insurance	18%	0%
Paid sick leave	36%	9%
Paid vacation	82%	9%
Retirement plan	36%	0%
Child care	9%	0%

## Hours and Gender

Full time, 86%, avg 41 hrs/wk	Part time, 14%, avg 21 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 12 (27%)	Female employees, 32 (73%)

## Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	64%	Public school/ program referrals	14%
Newspaper ads	71%	Private school referrals	0%
Private employment agencies	14%	Employment Development Dept	36%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	36%	Word-of-mouth, industry contacts	14%

## Where the Jobs Are (in survey area)

Hotels and motels

## Promotional Opportunities (Out of 14 firms, 12 answered this question.)

A few (8%) employers who answered this question offer promotional opportunities to higher level management positions.

## Related Dictionary Of Occupational Titles and Codes

187.117-038 Manager, Hotel or Motel

320.137-014 Manager, Lodging Facilities

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 46; and the **California Occupational Guide**, No. 114.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Machinists

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OES Code: 891080

50 Jobs Represented by the 13 Employers Responding

## Description of Occupation

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 42%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 38%; sometimes, 62%; usually, 0%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 15%; usually, 23%; always, 62%. Previous experience required ranged from 6 to 60 months.

## Employment Trends, Size

Many (38%) responding employers expect this occupation's employment to remain stable over the next 3 years, while most (62%) expect it to grow. None expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 33%; growth, 42%; temporary/seasonal positions, 17%. Turnover rate was 8%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (75 to 80)

Growth Rate, 1993-2000: Slower than average (1.0% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified applicants.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to operate numerically controlled (NC) machines, read blueprints, use hand tools, operate computer numerically controlled machines, use precision tools, and write effectively; understand military specifications; skills in shop math; know CAD-CAM.

**Physical:** Able to stand continuously for 2 or more hours, to perform precision work, and to lift at least 50 lbs repeatedly; possess manual dexterity.

**Personal:** Willing to work with close supervision, able to work independently and provide own hand tools.

**Basic:** Read and follow instructions, oral communication skills, write legibly.

**New skills needed over the next three years :** (Out of 13 firms, 7 answered this question.)

Computerized Numeric Control Machining, CAD-CAM, Numeric Control/Computerized Numeric Control, ISO 9000/SPC, advanced computer skills.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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## Wages (August 1996)

	NON-UNION/UNION	
	Range	Median
New hires, no experience	\$ 5.00 - 8.00	\$ 7.00
New hires, experienced	8.00 - 16.50	11.00
Experienced, after 3 years	11.00 - 16.50	14.50

(4% employees represented are union members; union firms pay at top end of wage ranges.)

## Benefits Offered (Out of 13 firms, 12 offer benefits.)

	Full-Time	Part-Time
Medical insurance	92%	0%
Dental insurance	50%	0%
Vision insurance	25%	0%
Life insurance	58%	0%
Paid sick leave	50%	0%
Paid vacation	92%	0%
Retirement plan	50%	0%
Child care	8%	0%

## Hours and Gender

Full time, 94 avg 41 hrs/wk	Part time, 4%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 2%, avg 16 hrs/wk	Male employees, 48 (96%)	Female employees, 2 (4%)

## Recruitment Methods (Out of 13 firms, 13 answered this question.)

Employees' referrals	77%	Public school/ program referrals	15%
Newspaper ads	69%	Private school referrals	0%
Private employment agencies	15%	Employment Development Dept	46%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	62%	Business contacts	8%

## Where the Jobs Are (in survey area)

Industrial machinery, manufacturers of sheet metal, plastic products, machine tools, motor vehicle parts and accessories, process control instruments; repair and engineering services; sawmills and planing mills.

## Promotional Opportunities (Out of 13 firms, 12 answered this question.)

Almost all (83%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to journeyman machinist, lead machinist, tool maker, supervisor, and manager.

## Related Dictionary Of Occupational Titles and Codes

600.280-022 Machinist  
600.280-026 Machinist Apprentice  
600.280-042 Maintenance Machinist

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 402; and the **California Occupational Guide**, No. 9.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Maids and Housekeeping Cleaners***

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OES Code: 670020

202 Jobs Represented by the 16 Employers Responding

## **Description of Occupation**

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 4%; high school or equivalent, 96%; some college, but no degree, 3%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 44%; usually, 50%; always, 6%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 25%; sometimes, 50%; usually, 25%; always, 0%. Previous experience required ranged from 4 to 8 months.

## **Employment Trends, Size**

Most (69%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (31%) expect it to grow. None expect it to decline. Responding employers reported 141 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 3%; people in permanent positions leaving firms, 61%; growth, 1%; temporary/seasonal positions, 35%. Turnover rate was 43%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Very large (645 to 750)

Growth Rate, 1993-2000: Slower than average (2.3% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate commercial laundry machines, to operate commercial vacuum cleaners, and to administer emergency first aid; understand cleaning compounds and solutions; bondable.

**Physical:** Able to stand for prolonged periods and to lift at least 50 lbs repeatedly.

**Personal:** Willing to work with close supervision, able to work independently, possess a reliable vehicle.

**Basic:** Read and follow written and oral instructions, basic math, write legibly.

**New skills needed over the next three years :** (Out of 16 firms, 2 answered this question.)

Internet access, multi-lingual.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents



# ***Maids and Housekeeping Cleaners***

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## **Wages** (August 1996)

	<b>NON-UNION</b>		<b>UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$4.25 - \$ 5.50	\$ 4.58	\$5.80 - 8.20	\$7.00
New hires, experienced	4.50 - 5.50	5.00	5.80 - 8.61	7.21
Experienced, after 3 years	5.25 - 8.00	6.00	7.00 - 9.97	8.49

(14% employees represented are union members.)

## **Benefits Offered** (Out of 16 firms, 8 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	88%	25%
Dental insurance	63%	13%
Vision insurance	38%	13%
Life insurance	63%	13%
Paid sick leave	63%	25%
Paid vacation	88%	25%
Retirement plan	63%	13%
Child care	0%	0%

## **Hours and Gender**

Full time, 29%, avg 40 hrs/wk	Part time, 28%, avg 23 hrs/wk	Temporary/On call, 5%, avg 16 hrs/wk
Seasonal, 38%, avg 31 hrs/wk	Male employees, 66 (33%)	Female employees, 136 (67%)

## **Recruitment Methods** (Out of 16 firms, 16 answered this question.)

Employees' referrals	88%	Public school/ program referrals	19%
Newspaper ads	88%	Private school referrals	6%
Private employment agencies	6%	Employment Development Dept	63%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	38%	Employment Training Agency	6%

## **Where the Jobs Are** (in survey area)

Hotels and motels, skilled nursing care facilities, apartment buildings, real estate agents and managers, sporting and recreational camps

## **Promotional Opportunities** (Out of 16 firms, 16 answered this question.)

Many (50%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to team leader, head housekeeper, front desk clerk, and supervisor.

## **Related Dictionary Of Occupational Titles and Codes**

323.687-010 Cleaner, Hospital  
323.687-014 Cleaner, Housekeeping  
323.687-018 Housecleaner

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 324/325.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Maintenance Repairers, General Utility

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OES Code: 851320

53 jobs represented by the 19 employers responding

## Description of Occupation

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 5%; sometimes, 79%; usually, 11%; always, 5%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 11%; usually, 58%; always, 32%. Previous experience required ranged from 6 to 24 months.

## Employment Trends, Size

Most (58%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (26%) expect it to grow and some (16%) expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 67%; growth, 8%; temporary/seasonal positions, 25%. Turnover rate was 15%.

### EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (580 to 695)

Growth Rate, 1993-2000: Average (2.8% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to read blue prints, operate power hand tools, repair and install heating and air conditioning systems, do cement work, arc and gas welding, painting and carpentry, electrical and plumbing repair, record-keeping and swimming pool maintenance.

**Physical:** Able to lift at least 50 lbs repeatedly.

**Personal:** Willing to work with close supervision and/or independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years:** (Out of 19 firms, 2 answered this question.)

Data entry keyboarding and computer skills, pool mechanics, chemical safety.

**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Maintenance Repairers, General Utility***

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## **Wages** (August 1996)

	<b>NON-UNION</b>		<b>UNION</b>	
	<b>Range</b>	<b>Median</b>	<b>Range</b>	<b>Median</b>
New hires, no experience	\$4.50 - 12.00	\$ 7.00	\$10.65 - \$12.00	\$12.00
New hires, experienced	5.00 - 13.00	7.60	10.65 - 13.00	12.97
Experienced, after 3 years	5.50 - 14.50	9.50	11.75 - 16.00	14.00

(19% employees represented are union members.)

## **Benefits Offered** (Out of 19 firms, 18 offer benefits.)

	<b>Full-Time</b>	<b>Part-Time</b>
Medical insurance	83%	11%
Dental insurance	72%	11%
Vision insurance	61%	6%
Life insurance	50%	6%
Paid sick leave	78%	17%
Paid vacation	89%	17%
Retirement plan	61%	6%
Child care	0%	0%

## **Hours and Gender**

Full time, 83%, avg 40 hrs/wk	Part time, 11%, avg 21 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 6%, avg 40 hrs/wk	Male employees, 52 (98%)	Female employees, 1 (2%)

## **Recruitment Methods** (Out of 19 firms, 19 answered this question.)

Employees' referrals	47%	Public school/ program referrals	5%
Newspaper ads	79%	Private school referrals	0%
Private employment agencies	5%	Employment Development Dept	21%
Unsolicited applicants	21%	Union Hall referrals	5%
In-house promotion or transfer	16%	State lists, job training agency	11%

## **Where the Jobs Are** (in survey area)

County and local government offices, hotels/motels, trailer parks/camp sites, operators of apartment/retirement complexes, property managers, religious organizations

## **Promotional Opportunities** (Out of 19 firms, 19 answered this question.)

Many (37%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head of maintenance, facilities managers, and to higher positions.

## **Related Dictionary Of Occupational (DOT) Codes and Titles**

899.381-010 Maintenance Repairer, Building  
899.261-014 Maintenance Repairer, Industrial

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 351; and the **California Occupational Guide**, No. 136.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Operating Engineers

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OES Code: 979560

258 Jobs Represented by the 10 Employers Responding

## Description of Occupation

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Please do not include workers who specialize in operation of a single type of heavy equipment such as a bulldozer or crane.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 20%; sometimes, 70%; usually, 10%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 10%; usually, 40%; always, 50%. Previous experience required ranged from 12 to 60 months.

## Employment Trends, Size

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (20%) expect it to grow and some (30%) expect it to decline. Responding employers reported 84 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 12%; growth, 10%; temporary/seasonal positions, 79%. Turnover rate was 4%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very large (228 and above)

Growth Rate, 1993-2000: Faster than average (3.6% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Skills in automotive maintenance and minor repair; basic construction; able to read blueprints, read working drawings, and follow safe equipment operating practices; certified for special construction equipment.

**Physical:** Able to pass a pre-employment medical examination and to lift at least 50 lbs repeatedly.

**Personal:** Willing to work with close supervision, able to work independently, possess mechanical aptitude and a good DMV driving record.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 10 firms, 2 answered this question.)

Know electric, electronic, and instrumentation equipment; learn metric system.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Operating Engineers

## Wages (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.00 - 15.00	\$ 9.00	\$12.92 - \$12.92	\$12.92
New hires, experienced	10.00 - 15.00	11.00	10.00 - 25.18	14.68
Experienced, after 3 years	12.00 - 20.00	15.00	11.50 - 25.18	15.88

(70% employees represented are union members; some unions have different entry-level requirements and wages.)

## Benefits Offered (Out of 10 firms, 9 offer benefits.)

	Full-Time	Part-Time
Medical insurance	89%	0%
Dental insurance	78%	0%
Vision insurance	78%	0%
Life insurance	67%	0%
Paid sick leave	56%	0%
Paid vacation	78%	0%
Retirement plan	67%	0%
Child care	0%	0%

## Hours and Gender

Full time, 72%, avg 40 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 8%, avg 26 hrs/wk
Seasonal, 19%, avg 40 hrs/wk	Male employees, 249 (97%)	Female employees, 9 (3%)

## Recruitment Methods (Out of 10 firms, 10 answered this question.)

Employees' referrals	30%	Public school/ program referrals	0%
Newspaper ads	40%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	30%
Unsolicited applicants	10%	Union Hall referrals	10%
In-house promotion or transfer	50%	Civil Service List	10%

## Where the Jobs Are (in survey area)

County and state government; single-family housing construction; industrial sand, excavation, and water/sewer/utility lines firms.

## Promotional Opportunities (Out of 10 firms, 8 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to full time operators, lead worker, foreman, supervisor and construction/ maintenance superintendent.

## Related Dictionary Of Occupational Titles and Codes

859.683-010 Operating Engineer

859.683-014 Operating Engineer Apprentice

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 438; and the **California Occupational Guide**, No. 147.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Secretaries, General

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OES Code: 551080

46 Jobs Represented by the 17 Employers Responding

## Description of Occupation

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 27%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 6%; sometimes, 71%; usually, 24%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 24%; usually, 35%; always, 41%. Previous experience required ranged from 6 to 36 months.

## Employment Trends, Size

Almost all (82%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (12%) expect it to grow and a few (6%) expect it to decline. Responding employers reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 73%; growth, 13%; temporary/seasonal positions, 13%. Turnover rate was 24%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Very large (545 to 575)

Growth Rate, 1993-2000: Slower than average (0.8% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Skills in alphabetic and numeric filing, proofreading, English grammar, spelling, punctuation, telephone answering; able to operate a transcribing machine, follow billing procedures, use computer spreadsheet and word processing software, write effectively, maintain an appointment calendar, type at least 60 wpm.

**Personal:** Willing to work with close supervision, able to work independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 17 firms, 5 answered this question.)

Internet knowledge and experience, advanced computer knowledge and skills.

---

**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# Secretaries, General

## Wages (August 1996)

	NON-UNION/UNION	
	Range	Median
New hires, no experience	\$4.50 - 10.25	\$ 6.50
New hires, experienced	4.50 - 11.50	7.66
Experienced, after 3 years	6.00 - 14.00	9.11

(9% employees represented are union members; union firms tend to pay at the top/middle range.)

## Benefits Offered (Out of 17 firms, 14 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	7%
Dental insurance	64%	0%
Vision insurance	57%	0%
Life insurance	50%	0%
Paid sick leave	93%	7%
Paid vacation	100%	7%
Retirement plan	71%	0%
Child care	7%	0%

## Hours and Gender

Full time, 85%, avg 40 hrs/wk	Part time, 11%, avg 19 hrs/wk	Temporary/On call, 2%, avg 3 hrs/wk
Seasonal, 2%, avg 40 hrs/wk	Male employees, 0 (0%)	Female employees, 46 (100%)

## Recruitment Methods (Out of 17 firms, 17 answered this question.)

Employees' referrals	59%	Public school/ program referrals	6%
Newspaper ads	82%	Private school referrals	0%
Private employment agencies	29%	Employment Development Dept	18%
Unsolicited applicants	24%	Union Hall referrals	0%
In-house promotion or transfer	41%	Other	0%

## Where the Jobs Are (in survey area)

Elementary and secondary schools, single-family housing construction, logging firms, insurance companies, real estate offices, amusement and recreation centers, doctor's offices, local and county government offices, accounting offices.

## Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Many (47%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to higher position, administrative secretary, manager, and full-charge bookkeeper.

## Related Dictionary Of Occupational Titles and Codes

201.362-030 Secretary  
201.362-022 School Secretary

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 286; and the **California Occupational Guide**, No. 128.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Sheet Metal Workers

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OES Code: 891320

28 Jobs Represented by the 8 Employers Responding

## Description of Occupation

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 8%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 63%; usually, 25%; always, 0%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 13%; usually, 63%; always, 25%. Previous experience required ranged from 6 to 36 months.

## Employment Trends, Size

Most (57%) responding employers expect this occupation's employment to remain stable over the next 3 years, while many (43%) expect it to grow. None expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 46%; growth, 15%; temporary/seasonal positions, 38%. Turnover rate was 21%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Not available.

Growth Rate, 1993-2000: Not available.

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Know geometry, trigonometry; able to read blueprints, use hand tools; possess shop math, mechanical drawing, sheet metal work, and welding skills.

**Physical:** Possess agility and coordination, good eye-hand coordination, manual dexterity; able to stand continuously for 2 or more hours and to lift at least 50 lbs repeatedly.

**Personal:** Possess mechanical and spacial aptitudes, willing to work with close supervision and able to work independently.

**Basic:** Read and follow instructions, oral communication skills, write legibly.

**New skills needed over the next three years :** (Out of 8 firms, 1 answered this question.)

Computerized Numeric Control program.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents



# Sheet Metal Workers

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## Wages (August 1996)

	NON-UNION	
	Range	Median
New hires, no experience	\$ 6.00 - 9.00	\$ 6.50
New hires, experienced	7.50 - 14.00	9.50
Experienced, after 3 years	9.00 - 20.00	12.00

## Benefits Offered (Out of 8 firms, 2 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	0%	0%
Vision insurance	0%	0%
Life insurance	0%	0%
Paid sick leave	0%	0%
Paid vacation	50%	0%
Retirement plan	0%	0%
Child care	0%	0%

## Hours and Gender

Full time, 75%, avg 40 hrs/wk	Part time, 11%, avg 18 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 14%, avg 40 hrs/wk	Male employees, 27 (96%)	Female employees, 1 (4%)

## Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	63%	Public school/ program referrals	0%
Newspaper ads	38%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	38%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	25%	Word-of-mouth	25%

## Where the Jobs Are (in survey area)

Plumbing, heating, air-conditioning firms; roofing, siding, and sheet metal work firms; metals service centers and offices.

## Promotional Opportunities (Out of 8 firms, 8 answered this question.)

Some (13%) employers who answered this question offer promotional opportunities to a higher position.

## Related Dictionary Of Occupational Titles and Codes

804.281-010 Sheet-Metal Worker

804.281-014 Sheet-Metal Worker Apprentice

## Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 388; and the **California Occupational Guide**, No. 49.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Telephone & Cable TV Line Installers and Repairers***

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OES Code: 857020

57 Jobs Represented by the 8 Employers Responding

## **Description of Occupation**

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 75%; usually, 25%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 50%; usually, 50%; always, 0%. Previous experience required ranged from 6 to 13 months.

## **Employment Trends, Size**

Most (63%) responding employers expect this occupation's employment to remain stable over the next 3 years, while many (38%) expect it to grow. None expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 25%; growth, 67%; temporary/seasonal positions, 0%. Turnover rate was 5%.

### **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Medium (75)

Growth Rate, 1993-2000: No significant change (0% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards and **a little difficult** to find qualified inexperienced applicants. Supply is somewhat greater than demand for qualified inexperienced applicants, and applicants may experience competition in job seeking.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate electric testing equipment, apply principles of microwave technology, read blue prints and schematics, implement safe work practices, use hand tools, operate trenching machines, apply laser technology, and use service manuals; understand fiber optics; possess problem solving skills and a valid driver's license.

**Physical:** Able to climb poles and to crawl under buildings; possess good color perception.

**Personal:** Able to work independently, willing to work on-call and with close supervision.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 8 firms, 2 answered this question.)

Equipment operations, team skills.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Telephone & Cable TV Line Installers and Repairers***

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## **Wages** (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 7.00 - 9.00	\$ 8.44	\$12.50 - \$15.40	\$13.95
New hires, experienced	8.75 - 16.75	9.50	15.00 - 16.40	15.70
Experienced, after 3 years	10.00 - 20.00	13.25	18.40 - 20.00	19.20

(44% employees represented are union members.)

## **Benefits Offered** (Out of 8 firms, 7 offer benefits.)

	Full-Time	Part-Time
Medical insurance	86%	0%
Dental insurance	71%	0%
Vision insurance	71%	0%
Life insurance	71%	0%
Paid sick leave	71%	0%
Paid vacation	100%	0%
Retirement plan	71%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 100%, avg 45 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 56 (98%)	Female employees, 1 (2%)

## **Recruitment Methods** (Out of 8 firms, 8 answered this question.)

Employees' referrals	63%	Public school/ program referrals	0%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	38%
Unsolicited applicants	13%	Union Hall referrals	13%
In-house promotion or transfer	50%	Personal knowledge	13%

## **Where the Jobs Are** (in survey area)

Cable and other pay TV services; telephone communications; water, sewer, utility line and electrical firms; special trade contractors.

## **Promotional Opportunities** (Out of 8 firms, 8 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to network technician, foreman, advanced installer, and CSSR.

## **Related Dictionary Of Occupational Titles and Codes**

821.281-010 Cable Television Installer

822.381-014 Line Installer Repairer

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 347 & 357.  
For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Truck Drivers, Heavy or Tractor Trailer***

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OES Code: 971020

215 Jobs Represented by the 17 Employers Responding

## **Description of Occupation**

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

## **Education, Training, and Experience**

### **Education**

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

### **Training**

Responding employers reported training is acceptable as a substitute for experience as follows: never, 24%; sometimes, 71%; usually, 6%; always, 0%.

### **Previous Experience**

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 12%; usually, 29%; always, 59%. Previous experience required ranged from 12 to 60 months.

## **Employment Trends, Size**

Almost all (82%) responding employers expect this occupation's employment to remain stable over the next 3 years, while some (12%) expect it to grow and a few (6%) expect it to decline. Responding employers reported 91 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 42%; growth, 22%; temporary/seasonal positions, 36%. Turnover rate was 18%.

## **EDD Occupational Projections 1993 to 2000**

Size of Occupation: Very Large (390 to 455)

Growth Rate, 1993-2000: Average (2.4% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## **Supply and Demand Assessment**

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply for qualified applicants.

## **Important Qualifications/Skills for Job Entry**

**Technical:** Able to operate a fork lift, read invoices, meet ICC requirements, drive trucks long distances, load and unload freight, read maps; possess valid Class A and Class B driver's licenses; know local streets.

**Physical:** Able to pass a pre-employment medical examination and to lift at least 75 lbs repeatedly.

**Personal:** Able to work independently; possess a good DMV driving record.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly.

**New skills needed over the next three years :** (Out of 17 firms, 0 answered this question.)

None reported.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Truck Drivers, Heavy or Tractor Trailer***

## **Wages** (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$6.25 - 12.00	\$ 7.00	\$10.00 - 10.00	\$10.00
New hires, experienced	8.00 - 15.00	10.00	10.00 - 12.96	11.48
Experienced, after 3 years	9.50 - 15.00	12.00	12.00 - 14.96	13.48

(13% employees represented are union members.)

## **Benefits Offered** (Out of 17 firms, 13 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	77%	0%
Vision insurance	38%	0%
Life insurance	69%	0%
Paid sick leave	31%	0%
Paid vacation	62%	0%
Retirement plan	54%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 56%, avg 46 hrs/wk	Part time, 6%, avg 20 hrs/wk	Temporary/On call, 1%, avg 40 hrs/wk
Seasonal, 37%, avg 56 hrs/wk	Male employees, 204 (95%)	Female employees, 11 (5%)

## **Recruitment Methods** (Out of 17 firms, 16 answered this question.)

Employees' referrals	75%	Public school/ program referrals	6%
Newspaper ads	56%	Private school referrals	6%
Private employment agencies	0%	Employment Development Dept	44%
Unsolicited applicants	19%	Union Hall referrals	0%
In-house promotion or transfer	44%	Word-of-mouth	19%

## **Where the Jobs Are** (in survey area)

Lumber and building materials, local trucking and logging firms; sawmills and planing mills; county government; highway and street construction; dairy products, and liquefied petroleum gas dealers.

## **Promotional Opportunities** (Out of 17 firms, 17 answered this question.)

Many (35%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to upper level, larger route, supervisor, manager, and construction superintendent.

## **Related Dictionary Of Occupational Titles and Codes**

900.683-010 Concrete-Mixing-Truck Driver  
904.383-010 Tractor-Trailer Truck Driver  
904.683-010 Log Truck Driver  
905.663-014 Truck Driver, Heavy

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 444; and the **California Occupational Guide**, No. 255.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# Vocational & Educational Counselors

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OES Code: 315140

92 Jobs Represented by the 11 Employers Responding

## Description of Occupation

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

## Education, Training, and Experience

### Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 18%; graduate study, 36%.

### Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 18%; sometimes, 64%; usually, 9%; always, 9%.

### Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 9%; usually, 55%; always, 36%. Previous experience required ranged from 6 to 48 months.

## Employment Trends, Size

Almost all (89%) responding employers expect this occupation's employment to remain stable over the next 3 years, while none (0%) expect it to grow and some (11%) expect it to decline. Responding employers reported 11 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 18%; growth, 18%; temporary/seasonal positions, 64%. Turnover rate was 2%.

## EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (105 to 115)

Growth Rate, 1993-2000: Slower than average (1.4% annually)

(Avg annual growth of all occupations by county: Amador 3.2%; Calaveras, 2.5%; Mariposa, 2.9%; Tuolumne, 2.2%; Combined average, 2.6%)

## Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards and **a little difficult** to find qualified inexperienced applicants. Supply is somewhat greater than demand for qualified inexperienced applicants, and applicants may experience competition in job seeking.

## Important Qualifications/Skills for Job Entry

**Technical:** Able to plan and organize the work of others, treat substance abuse, apply vocational skills assessment tools and techniques, interview others, write effectively, analyze labor market information, conduct training programs; possess record keeping skills; knowledge of veterans services; rehabilitation and family counseling skills; know computer software applications.

**Personal:** Willing to work with close supervision and able to work independently.

**Basic:** Read and follow instructions, oral communication skills, basic math, write legibly..

**New skills needed over the next three years :** (Out of 11 firms, 3 answered this question.)

Advanced computer skills, know a second language, and trained in scheduling.

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**Key Terms:** Almost all, 76-99%; Most, 51-75%; Many, 35-50%; Some, 10-34%; Few, less than 10% of survey respondents

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# ***Vocational & Educational Counselors***

## **Wages** (August 1996)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 7.00 - 11.75	\$ 9.23	\$13.43 - \$13.64	\$13.53
New hires, experienced	7.00 - 22.25	12.87	9.50 - 15.81	13.43
Experienced, after 3 years	7.75 - 27.50	16.47	11.60 - 17.08	14.38

(21% employees represented are union members; some unions have different entry-level requirements and wages.)

## **Benefits Offered** (Out of 11 firms, 11 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	100%	0%
Vision insurance	91%	0%
Life insurance	64%	0%
Paid sick leave	91%	9%
Paid vacation	73%	9%
Retirement plan	73%	0%
Child care	0%	0%

## **Hours and Gender**

Full time, 87%, avg 38 hrs/wk	Part time, 3%, avg 24 hrs/wk	Temporary/On call, 10%, avg 16 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 21 (23%)	Female employees, 71 (77%)

## **Recruitment Methods** (Out of 11 firms, 10 answered this question.)

Employees' referrals	20%	Public school/ program referrals	30%
Newspaper ads	70%	Private school referrals	10%
Private employment agencies	0%	Employment Development Dept	20%
Unsolicited applicants	10%	Union Hall referrals	0%
In-house promotion or transfer	60%	State merit system	20%

## **Where the Jobs Are** (in survey area)

Elementary and secondary schools, community college, county and state government agencies, job training agencies, social services.

## **Promotional Opportunities** (Out of 11 firms, 10 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to higher level position, supervisor, and manager.

## **Related Dictionary Of Occupational Titles and Codes**

045.107-010 Counselor

045.107-042 Vocational Rehabilitation Counselor

## **Additional Information**

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 149; and the **California Occupational Guide**, No. 429.

For California labor market and occupational information on the internet: <http://www.calmis.cahwnet.gov>.

# ***Appendix***

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**Please return completed questionnaire to:**

Mother Lode Job Training

PO Box 1176

Sonora CA 95370

Phone: (209) 532-2820

Fax: (209) 533-1079

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL**

Whom should we contact with any further questions?

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **your county**. Please call the number above if you have questions.

**NURSE AIDES**

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' calls, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

1. What job title(s) do **you** use for these duties \_\_\_\_\_ 005

2. How many employees do you **currently** have in this occupation? \_\_\_\_\_ 010  
How many of these fall within each of the following categories, and how many hours **per week** do they work, on average?

**NUMBER OF EMPLOYEES**

**AVERAGE WEEKLY HOURS**

Regular, Full Time:  
Regular, Part Time:  
Temporary Or On-Call:  
Seasonal:


590  
650  
630  
610


591  
651  
631  
611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?  
vacancies resulting from people in permanent positions leaving your firm?  
new permanent positions resulting from growth?  
temporary or seasonal positions?


031  
032  
030  
033

4. Of the employees you currently have in this occupation, how many are: MALE? \_\_\_\_\_ 060 FEMALE? \_\_\_\_\_ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? \_\_\_\_\_ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? \_\_\_\_\_ 741

7. Are your employees in this occupation members of a union? (Please Check One) YES ☐ 300 1 NO ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

\_\_\_\_\_  
(Job Title) 414

\_\_\_\_\_  
(Months of Experience) 416

\_\_\_\_\_  
(Job title) 415

\_\_\_\_\_  
(Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

\_\_\_\_\_  
(Training or Certification Needed) 153 (Months of Training) 156

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL	<input type="checkbox"/>	140	ASSOCIATE (2 YEAR) DEGREE	<input type="checkbox"/>	142
HIGH SCHOOL OR EQUIVALENT	<input type="checkbox"/>	141	BACHELOR (4 YEAR) DEGREE	<input type="checkbox"/>	144
SOME COLLEGE, BUT NO DEGREE	<input type="checkbox"/>	157	GRADUATE STUDY	<input type="checkbox"/>	158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): \_\_\_\_\_ 054 \_\_\_\_\_ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY				TIPS OR COMMISSIONS			
New Hires With No Experience (Trained or Untrained):	\$		550		\$		553	
New Hires Who Are Experienced:	\$		551		\$		554	
Experienced Employees After Three Years With Your Firm:	\$		552		\$		555	
Per: (Please Check One)								
	Per: (Please Check One)	HOUR <input type="checkbox"/> 556 H	WEEK <input type="checkbox"/> 556 W		HOUR <input type="checkbox"/> 557 H	WEEK <input type="checkbox"/> 557 W		
		MONTH <input type="checkbox"/> 556 M	YEAR <input type="checkbox"/> 556 A		MONTH <input type="checkbox"/> 557 M	YEAR <input type="checkbox"/> 557 A		
Other (Please specify)			<input type="checkbox"/> 556 O		Other		<input type="checkbox"/> 557 O	

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

YES ☐ 589 1 NO ☐ 589 2

If yes, please specify: (Please Check All That Apply)

FULL-TIME		PART-TIME		FULL-TIME		PART-TIME	
MEDICAL INSURANCE	<input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE	<input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE	<input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION	<input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE	<input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN	<input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE	<input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE	<input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify):	_____ 578				_____ 588		

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: \_\_\_\_\_ 510

20. When you recruit employees for this occupation, which of the following methods do **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS	<input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS	<input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS	<input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS	<input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES	<input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT.	<input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS	<input type="checkbox"/> 379	UNION HALL REFERRALS	<input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER	<input type="checkbox"/> 370	Other (Please specify): _____	<input type="checkbox"/> 380

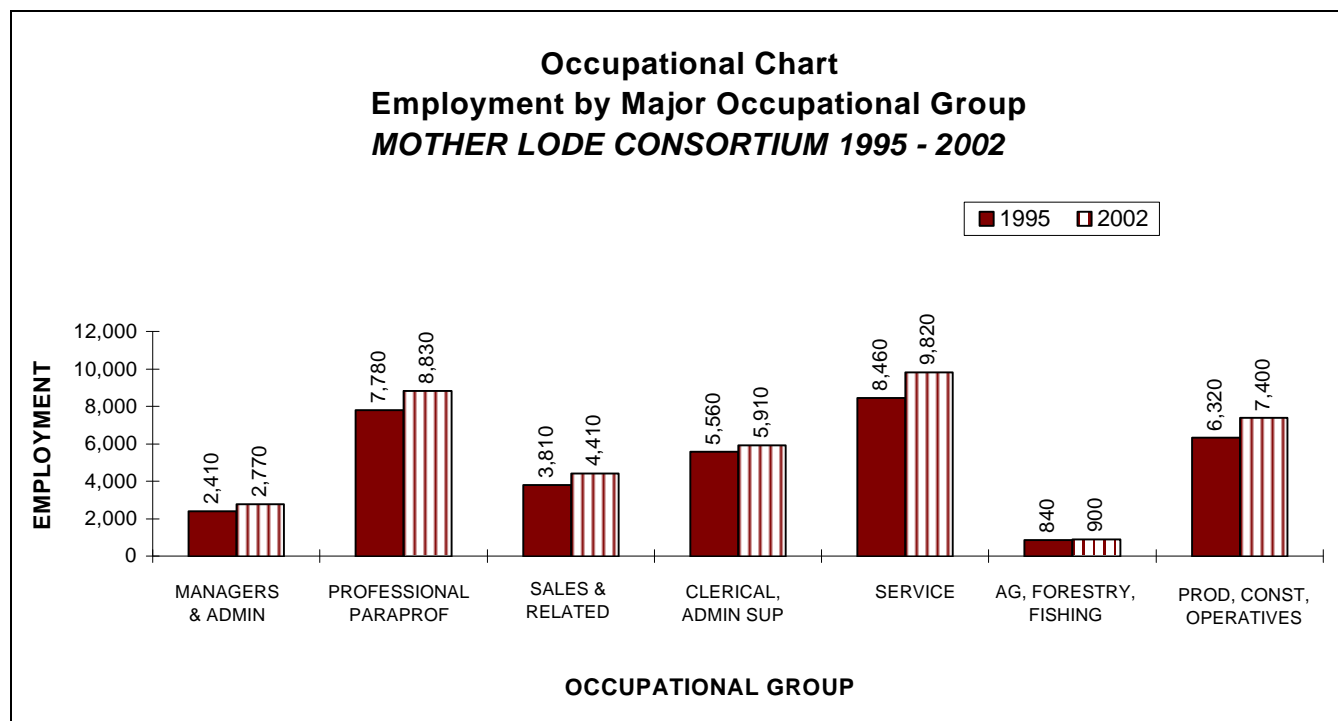
**THANK YOU FOR YOUR COOPERATION !**

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

**Table 3**  
**Employment by Major Occupational Group**  
**1995 - 2002 Annual Averages**  
**MOTHER LODE CONSORTIUM**

OCCUPATIONAL GROUP	1995	PERCENT OF TOTAL	2002	PERCENT OF TOTAL	ABSOLUTE CHANGE	PERCENT CHANGE
TOTAL, ALL OCCUPATIONS (1)	35,400	100.0%	40,330	100.0%	4,930	13.9%
MANAGERS AND ADMIN OCCUPATIONS	2,410	6.8%	2,770	6.9%	360	14.9%
PROFESSIONAL, PARAPROF, TECHNICAL	7,780	22.0%	8,830	21.9%	1,050	13.5%
SALES AND RELATED OCCUPATIONS	3,810	10.8%	4,410	10.9%	600	15.7%
CLERICAL, ADMINISTRATIVE SUPPORT	5,560	15.7%	5,910	14.7%	350	6.3%
SERVICE OCCUPATIONS	8,460	23.9%	9,820	24.3%	1,360	16.1%
AGRICULTURAL, FORESTRY, FISHING	840	2.4%	900	2.2%	60	7.1%
PROD, CONST, OPER, MAT HANDLING	6,320	17.9%	7,400	18.3%	1,080	17.1%

(1) Total is based on the March 1996 benchmark.



**Table 4**  
**Occupations With The Greatest Absolute Job Growth (1)**  
**1995 - 2002**  
**MOTHER LODE CONSORTIUM**

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490110	Salespersons, Retail	1,190	1,350	160	13.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
325020	Registered Nurses	610	710	100	16.4%
553470	General Office Clerks	1,050	1,150	100	9.5%
650380	Food Preparation Workers	700	800	100	14.3%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
313110	Teachers--Special Education	250	320	70	28.0%
315210	Teacher Aides, Paraprofessional	650	720	70	10.8%
660080	Nurse Aides, Orderlies, Attendants	420	490	70	16.7%
313050	Teachers--Elementary School	910	970	60	6.6%
313080	Teachers--Secondary School	440	500	60	13.6%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
871020	Carpenters	200	260	60	30.0%
130020	Financial Managers	230	280	50	21.7%
551080	Secretaries, General	510	560	50	9.8%
650260	Cooks--Restaurant	300	350	50	16.7%
670050	Janitors, Cleaners--Except Maids	420	470	50	11.9%
971020	Truck Drivers, Heavy	320	370	50	15.6%
490210	Stock Clerks--Sales Floor	360	400	40	11.1%
538080	Hotel Desk Clerks	190	230	40	21.1%
553050	Receptionists, Information Clerks	310	350	40	12.9%
650410	Combined Food Preparation and Service	500	540	40	8.0%
810050	First-Line Sup/Mgr.-Construction	110	150	40	36.4%
939560	Assembly Fabricators--Ex Mach, Elect	160	200	40	25.0%
150170	Construction Managers	70	100	30	42.9%
150260	Food Service and Lodging Managers	200	230	30	15.0%
273050	Social Workers--Ex Medical, Psychiatric	290	320	30	10.3%
325050	Licensed Vocational Nurses	140	170	30	21.4%
490080	Sales Representatives, Non Scientific--Ex Retail	220	250	30	13.6%
490170	Counter and Rental Clerks	110	140	30	27.3%
660110	Home Health Care Workers	50	80	30	60.0%
790410	Laborers, Landscaping/Groundskeeping	240	270	30	12.5%
859020	Heating, Air Conditioning, Refrigeration Mechanics	30	60	30	100.0%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
971050	Truck Drivers, Light	240	270	30	12.5%
989020	Hand Packers and Packagers	130	160	30	23.1%
211140	Accountants and Auditors	190	210	20	10.5%
219020	Cost Estimators	50	70	20	40.0%
273020	Social Workers--Medical, Psychiatric	160	180	20	12.5%
313030	Teachers, Preschool	120	140	20	16.7%
313140	Teachers--Vocational Education and Training	250	270	20	8.0%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
325080	Emergency Medical Technicians	40	60	20	50.0%
630080	Fire Fighters	80	100	20	25.0%
630470	Guards and Watch Guards	90	110	20	22.2%
<b>TOTAL OF THESE OCCUPATIONS</b>		<b>18,820</b>	<b>21,930</b>	<b>3,110</b>	<b>16.5%</b>

(1) Excludes not elsewhere classified (NEC) categories.

**Table 5**  
**Occupations With The Fastest Job Growth (1)**  
**1995 - 2002**

**MOTHER LODE CONSORTIUM**

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
150170	Construction Managers	70	100	30	42.9%
810050	First-Line Sup/Mgr-Construction	110	150	40	36.4%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
871020	Carpenters	200	260	60	30.0%
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
313110	Teachers--Special Education	250	320	70	28.0%
490170	Counter and Rental Clerks	110	140	30	27.3%
939560	Assemblers, Fabricators--Ex Mach, Elect	160	200	40	25.0%
630080	Fire Fighters	80	100	20	25.0%
650350	Cooks--Short Order	80	100	20	25.0%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
989020	Hand Packers and Packagers	130	160	30	23.1%
630470	Guards and Watch Guards	90	110	20	22.2%
660020	Dental Assistants	90	110	20	22.2%
971080	Bus Drivers	90	110	20	22.2%
130020	Financial Managers	230	280	50	21.7%
325050	Licensed Vocational Nurses	140	170	30	21.4%
538080	Hotel Desk Clerks	190	230	40	21.1%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
660080	Nurses Aides, Orderlies, Attendants	420	490	70	16.7%
650260	Cooks--Restaurant	300	350	50	16.7%
313030	Teachers, Preschool	120	140	20	16.7%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
660050	Medical Assistants	120	140	20	16.7%
325020	Registered Nurses	610	710	100	16.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
971020	Truck Drivers, Heavy	320	370	50	15.6%
150260	Food Service and Lodging Managers	200	230	30	15.0%
650380	Food Preparation Workers	700	800	100	14.3%
<b>TOTAL OF THESE OCCUPATIONS</b>		<b>11,100</b>	<b>13,340</b>	<b>2,240</b>	<b>20.2%</b>

(1) Excludes not elsewhere classified (NEC) categories and occupations of less than 100 in 2002.

**Employment Development Department  
Labor Market Information Division/Area Services Group  
County Single Point of Contact (SPOC)**

**Issue Date: December 1, 1998**

County Name	Area Hub	Single Point of Contact	Public Telephone No.	CALNET Prefix	Alternate Contact
Statewide	N/A	Information Desk	916/262-2162	469	N/A
Alameda	CC	Jeanette Miller	925/602-1588	None	Paak-Yin Tam (415/920-2423)
Alpine	N	Quentin Turner	916/774-4384	None	David Lyons (916/227-2015)
Amador	N	Ismael Tapia	209/941-6551	None	Quentin Turner (916/774-4384)
Butte (Chico)	N	Brandy Martin	530/895-4300	459	Kathy Porter (530/225-2562)
Calaveras	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Colusa	N	Brandy Martin	530/895-4300	459	Kathy Porter (530/225-2562)
Contra Costa	CC	Jeanette Miller	925/602-1588	None	Paak-Yin Tam (415/920-2423)
Del Norte	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
El Dorado	N	David Lyons	916/227-2015	None	Quentin Turner (916/774-4384)
Fresno	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Glenn	N	Brandy Martin	530/895-4300	459	Kathy Porter (530/225-2562)
Humboldt	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
Imperial	S	Cheryl Mason	619/689-6544	None	Jerry Shea (909/955-3204)
Inyo	CV	Sarah Parker	805/395-2543	681	Dee Johnson (805/568-1358)
Kern	CV	Sarah Parker	805/395-2543	681	Dee Johnson (805/568-1358)
Kings	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Lake	N	Anita Alexander	707/441-5892	538	Brandy Martin (530/895-4300)
Lassen	N	Brandy Martin	530/895-4300	459	Kathy Porter (530/225-2562)
Los Angeles (Any L.A. Analyst)	LA				
Central City	LA	Bill Freed	213/744-2570	623	Rosanna Lo (213/744-2569)
San Fernando Valley	LA	Margaret Platt	818/898-4184	None	Linda Reed (626/350-6530)
San Gabriel Valley	LA	Linda Reed	626/350-6530	653	Margaret Platt (818/898-4184)
South Bay	LA	Rosanna Lo	213/744-2569	623	Bill Freed (213/744-2570)
Madera	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Marin	CC	Cathe Rutherford	707/648-4030	574	Paak-Yin Tam (415/920-2423)
Mariposa	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Mendocino	N	Anita Alexander	707/441-5892	538	Brandy Martin (530/895-4300)
Merced	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Modoc	N	Kathy Porter	530/225-2562	442	Brandy Martin (530/895-4300)
Mono	CV	Sarah Parker	805/395-2543	681	Dee Johnson (805/568-1358)
Monterey	CC	Eric Alexander	831/464-4367	None	Mary Navarro (408/774-2369)
Napa	CC	Cathe Rutherford	707/648-4030	574	Eric Alexander (831/464-4367)
Nevada	N	Quentin Turner	916/774-4384	None	David Lyons (916/227-2015)
Orange	S	Ann Marshall	714/687-4816	657	Cheryl Mason (619/689-6544)
Placer	N	David Lyons	916/227-2015	None	Quentin Turner (916/774-4384)
Plumas	N	Brandy Martin	530/895-4300	459	Kathy Porter (530/225-2562)
Riverside	S	Jerry Shea	909/955-3204	None	Ann Marshall (714/687-4816)
Sacramento	N	David Lyons	916/227-2015	None	Quentin Turner (916/774-4384)
San Benito	CC	Eric Alexander	831/464-4367	None	Mary Navarro (408/774-2369)
San Bernardino	S	Jerry Shea	909/955-3204	None	Ann Marshall (714/687-4816)
San Diego	S	Cheryl Mason	619/689-6544	None	Jerry Shea (909/955-3204)
San Francisco	CC	Paak-Yin Tam	415/920-2423	None	Ruth Kavanagh (650/737-2664)
San Joaquin	N	Ismael Tapia	209/941-6551	None	Quentin Turner (916/774-4384)
San Luis Obispo	CV	Dee Johnson	805/568-1358	None	Sarah Parker (805/395-2543)
San Mateo	CC	Ruth Kavanagh	650/737-2664	None	Paak-Yin Tam (415/920-2423)
Santa Barbara	CV	Dee Johnson	805/568-1358	None	Sarah Parker (805/395-2543)
Santa Clara	CC	Mary Navarro	408/774-2369	None	Ruth Kavanagh (650/737-2664)
Santa Cruz	CC	Eric Alexander	831/464-4367	None	Mary Navarro (408/774-2369)
Shasta	N	Kathy Porter	530/225-2562	442	Brandy Martin (530/895-4300)
Sierra	N	Quentin Turner	916/774-4384	None	David Lyons (916/227-2015)
Siskiyou	N	Kathy Porter	530/225-2562	442	Brandy Martin (530/895-4300)
Solano	CC	Cathe Rutherford	707/648-4030	574	Eric Alexander (831/464-4367)
Sonoma	CC	Cathe Rutherford	707/648-4030	574	Eric Alexander (831/464-4367)
Stanislaus	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Sutter	N	Quentin Turner	916/774-4384	None	David Lyons (916/227-2015)
Tehama	N	Kathy Porter	530/225-2562	442	Brandy Martin (530/895-4300)
Trinity	N	Kathy Porter	530/225-2562	442	Brandy Martin (530/895-4300)
Tulare	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Tuolumne	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Ventura	CV	Dee Johnson	805/568-1358	681	Sarah Parker (805/395-2543)
Yolo	N	David Lyons	916/227-2015	None	Quentin Turner (916/774-4384)
Yuba	N	Quentin Turner	916/774-4384	None	David Lyons (916/227-2015)

CC = Central Coast Area Hub  
Peter Paul, Manager  
(925) 602-1536

CV = Central Valley Area Hub  
Bob Schrage, Manager  
(805) 594-6133

LA = Los Angeles Area Hub  
Mike Caplis, Manager  
(213) 744-2571

N = Northern Area Hub  
Arvis Curry, Manager  
(916) 227-0350

S = Southern Area Hub  
Donna Stone, Manager  
(619) 689-6054

**CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM  
LOCAL PARTNERS/AGENCIES**

**ALAMEDA**

Oakland Private Industry Council  
(510) 891-9393 ext 409

**BUTTE**

Private Industry Council of Butte County  
(530) 538-6798

**CONTRA COSTA**

Contra Costa County Private Industry Council  
(925) 646-5023

**FRESNO**

Workforce Development Board  
(559) 233-4500 ext 114

**GOLDEN SIERRA CONSORTIUM**

(Alpine, El Dorado, Nevada, Placer & Sierra Counties)  
Golden Sierra Job Training Agency  
(530) 265-3201

**HUMBOLDT**

Humboldt County Employment Training Department  
(707) 441-4634

**IMPERIAL**

Private Industry Council of Imperial County, Inc  
(760) 353-5050

**KERN/INYO/MONO CONSORTIUM**

Employers' Training Resource  
(805) 336-6954

**KINGS**

Kings County Job Training Office  
(209) 582-9213

**LOS ANGELES**

City of Long Beach Business Development Center  
(562)-570-3806

**MADERA**

Madera Co. Department of Education, Employment & Training  
(559) 673-7031

**MARIN**

Marin Employment Connection  
(415) 446-4453

**MENDOCINO**

Mendocino Private Industry Council, Inc.  
(707) 468-1196

**MERCED**

Merced Private Industry Training Dept  
(209) 385-7324, ext. 2042

**MONTEREY**

Monterey County Private Industry Council  
(831) 796-3312

**MOTHER LODE CONSORTIUM**

(Amador, Calaveras, Mariposa & Tuolumne Counties)  
Mother Lode Job Training  
(209) 532-2820

**NAPA**

Napa County Training & Employment Center (TEC)  
Occupational Research Group  
(707) 253-4291

**NORTH CENTRAL COUNTIES CONSORTIUM-  
NCCC**

(Colusa, Glenn, Lake, Sutter & Yuba Counties)  
Lake County Career Center  
(530) 822-7145

**NORTHERN RURAL TRAINING EMPLOYMENT  
CONSORTIUM - NoRTEC**

(Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama & Trinity)  
Job Training Center of Tehama County  
(530) 529-7010

**ORANGE**

Orange County Job Training Partnership Agency  
(714) 834-7146

**RIVERSIDE**

Riverside Workforce Development Center  
(909) 955-1029

**SACRAMENTO**

(Sacramento/Yolo Joint Project)  
Yolo County Community Partnership Agency  
(530) 737-7580

**SAN BENITO**

NOVA Private Industry Council  
(408) 522-1049

**SAN BERNARDINO**

County of San Bernardino, Jobs & Employment Services Dept.  
(909) 433-3339

**SAN DIEGO**

San Diego Workforce Partnership, Inc.  
(619) 238-1445 ext 283

**SAN FRANCISCO**

Private Industry Council of San Francisco  
(415) 431-8700

**SAN JOAQUIN**

San Joaquin Co. Employment & Economic Development Dept.  
(209) 468-3656

**SAN LUIS OBISPO**

San Luis Obispo County Private Industry Council  
(805) 781-2200

**SAN MATEO**

County of San Mateo Employment & Training  
(650) 802-5194

**SANTA BARBARA**

Santa Barbara County Job Training Network  
(805) 739-8665

**SANTA CLARA**

City of Sunnyvale NOVA Private Industry Council  
(408) 522-1049

**SANTA CRUZ**

County of Santa Cruz Human Resource Agency  
(831) 454-4598

**SHASTA**

Shasta County Private Industry Council  
(530) 245-1584

**SOLANO**

Private Industry Council of Solano County  
(707) 863-3544

**SONOMA**

Sonoma County PIC/Job Training Office  
(707) 547-5572

**STANISLAUS**

Private Industry Council of Stanislaus County  
(209) 558-2112

**TULARE**

Tulare County Private Industry Council  
(209) 737-4246

**VENTURA**

County of Ventura Workforce Development  
(805) 382-6556

# **THIS IS THE PLACE...**

for  
California Labor Market and Occupational Information  
on the Internet

<http://www.calmis.ca.gov>

This is the Internet home page of the Labor Market Information Division of the California Employment Development Department. Other EDD services can be reached by linking from this page or directly by accessing the following: **<http://www.edd.cahwnet.gov>**

The Labor Market Information files are organized into the following subject areas.

## **Data by Subject**

- Ready Reference
- Agricultural Bulletin
- Demographics
- Employment by Industry
- Labor Force (Unemployment Rate)
- Occupations

## **Data by Geography**

- United States
- California
- County
- Metropolitan Statistical Area
- Cities & Sub-County Areas

## **LMI Programs**

- California Cooperative Occupational Information System (CCOIS)
- North American Industry Classification System (NAICS)
- Prevailing Wage Program
- Data for California Community College Occupational Education Programs
- Employment and Wage Data Products - Customer Feedback

## **LMI Publications**

- Product List and Order Form
- Comparing our Printed Reports to Internet Data Files
- Occupational Outlook Reports

## **LMI Contacts**

- Local Labor Market Consultants
- How to Reach Us

***For more information contact the Labor Market Information Division at (916) 262-2162 or the EDD LMID/Areas Services Group County Single Point of Contact (see page 182).***



# LABOR MARKET INFORMATION

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## ORDER FORM

If you would like to order additional copies of this publication, please complete the section below.

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TO: CCOIS Program Coordinator  
Mother Lode Job Training  
19900 Cedar Road North  
Sonora, CA 95370

Date \_\_\_\_\_

Please send the following:

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>
_____	Occupational Outlook Report Mother Lode Consortium, 1996-98	<u>\$25</u>	_____
		TOTAL	_____

---

Mail to:

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Make Check Payable To:**

**MOTHER LODE JOB TRAINING**  
**(No purchase orders, please)**

# ***Local Training Providers***

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The following pages contain Information on occupational training programs offered in Amador, Calaveras, Mariposa, and Tuolumne counties for the occupations surveyed in 1998. Job seekers and employment/career counselors can use this directory as a first-step reference when seeking training resources within the survey area for these occupations.

An earnest effort was made to include all occupational training sources in the survey area. However, if a provider did not respond after three attempts, the training provider was not included in the directory.

Program listings include the site of training, address, telephone number, general and special needs services, average length of training, required number of units for community college certification, what is received upon completion, target students for the program, and occupations for which training is provided.

The reader can obtain information about training sources in adjacent counties (San Joaquin, Stanislaus, Merced, Sacramento) or any other county by contacting the CCOIS office in that county. The CCOIS Local Partners are listed on page 185 of the **Occupational Outlook** report.

Additional California state training information can be obtained electronically through the Enhanced State Training Inventory using LMID's home page number on the Internet:

**<http://www.calmis.cahwnet.gov>**

Data for this directory was collected during the winter and spring of 1998. Because educational program information changes frequently, users should contact individual training providers directly for information updates.

We are grateful to those who graciously assisted us with this project: training provider administrators, teachers, counselors, and assistants who answered our many telephone calls and questionnaires; local advisory committee members for their valuable technical advice.

We hope you find this directory useful.

# ***Local Training Providers*** (continued)

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**Training is provided in the Consortium for these occupations that were surveyed in 1998. Information about the training programs may be found on the following pages:**

<b>Bartenders</b>	Columbia College, 194-197
<b>Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers</b>	Amador County Regional Occupational Program, 191-192 Amador Learning Network, 192 Columbia College, 194-197 RCI Systems (Reliable Communications, Inc.), 202
<b>Child Care Workers</b>	Columbia College, 194-197 Mariposa County Regional Occupational Program, 199-200 Tuolumne County Regional Occupational Program, 203-206
<b>Firefighters</b>	Calaveras County Regional Occupational Program, 193-194 Columbia College, 194-197 Mariposa Adult School, 198 Mariposa County Regional Occupational Program, 199-200 Tuolumne County Regional Occupational Program, 203-206
<b>First Line Supervisors and Manager/ Supervisors-Sales and Related Occupations</b>	Columbia College, 194-197
<b>First Line Supervisors and Manager/ Supervisors-Clerical/Administrative Support Occupations</b>	Columbia College, 194-197
<b>General Managers and Top Executives</b>	Columbia College, 194-197
<b>Hotel Desk Clerks</b>	Columbia College, 194-197 Columbia School of Culinary Arts, 197
<b>Instructional Aides</b>	Columbia College, 194-197 Tuolumne County Regional Occupational Program, 203-206
<b>Laborers, Landscaping and Groundskeeping</b>	Mariposa County Regional Occupational Program, 199-200
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<b>Painters, Paperhangers-Construction and Maintenance</b>	Tuolumne County Regional Occupational Program, 203-206

# ***Local Training Providers*** (continued)

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## **Receptionists and Information Clerks**

Amador County Regional Occupational Program, 191-192  
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Columbia College, 194-197  
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RCI Systems (Reliable Communications Inc.), 202  
Sonora Publications and Computer Center, 203  
Tuolumne County Regional Occupational Program, 203-206

## **Teachers, Preschool**

Columbia College, 194-197

## **Truck Drivers, Light-Include Delivery and Route Workers**

Mother Lode Truck Driving School, 200

## **Waiters and Waitresses**

Columbia College, 194-197

## **Welders and Cutters**

Mariposa County Regional Occupational Program, 199-200  
Tuolumne County Regional Occupational Program, 203-206

**Training *is not* provided within the Consortium for these occupations that were surveyed in 1998:**

**Amusement and Recreation Attendants**

**Assemblers and Fabricators-Except Machine, Electrical, Electronic, and Precision**

**Dental Assistants**

# ***Local Training Providers***

---

## ***Amador County Regional Occupational Program***

### **Amador County Unified School District**

217 Rex Avenue, Jackson, CA 95642

(209) 223-4258

Fax: (209) 267-5942

Internet address: [members.tripod.com/~amadorninette/amadorropprograms](http://members.tripod.com/~amadorninette/amadorropprograms)

#### ***Available Services:***

Counseling

Vocational Assessment

**Accounting**

***Site/s:*** Amador High School

330 Spanish Street, Sutter Creek, CA 95685

(209) 223-4258

#### ***Average time to complete program***

Open-entry, open-exit

Received upon completion

Target Students

#### ***9 Months***

No

Certificate, Senior Math Credit

High School, Adults

#### ***Training prepares students for following entry level occupations:***

Accounting clerk; tax preparer; general-ledger bookkeeper; accountant information clerk; bookkeeper I

---

## **Health Related Careers**

***Site/s:*** Argonaut High School

Triglia Center

217 Rex Avenue, Jackson, CA 5642

(209) 223-4258

#### ***Average time to complete program***

Open-entry, open-exit

Received upon completion

Target Students

#### ***9 Months***

Yes

Certificate

High School, Adults

#### ***Training prepares students for following entry level occupations:***

Certified Nursing Assistant, Home Health Aide, first-aid attendant, orderly, medical assistant, Emergency Medical Technician

---

## **WordPerfect with Graphics**

***Site/s:*** Argonaut High School

217 Rex Avenue, Jackson, CA 95642

(209) 223-4258

#### ***Average time to complete program***

Open-entry, open-exit

Received upon completion

Target Students

#### ***18 weeks***

Yes

Certificate

High School, Adults

#### ***Training prepares students for following entry level occupations:***

General office clerk, secretary

# ***Local Training Providers*** *(continued)*

---

## **Amador County ROP** *(continued)*

### **Word Processing**

**Site/s:** Amador High School  
330 Spanish Street, Sutter Creek, CA 95685  
(209) 223-4258

**Average time to complete program**

**18 weeks**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

**Training prepares students for following entry level occupations:**

Secretary, general office clerk, and other office related occupations

---

## **Amador Learning Network**

PO Box 1746, Sutter Creek, CA 95685  
(209) 267-0601  
Fax: (209) 267-0145  
E-mail: aln@volcano.net

**Available Services:**

None listed

### **Bookkeeping**

**Average time to complete program**

**8 - 12 hours**

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults, High School

**Training prepares students for following entry level occupations:**

Office and business occupations

---

### **Word Processing**

**Average time to complete program**

**8 hours**

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

**Training prepares students for following entry level occupations:**

Office and business occupations

# ***Local Training Providers*** *(continued)*

---

## **Calaveras County Regional Occupational Program**

P.O. Box 208, Altaville, CA 95221  
364 Murphys Grade Road  
(209) 736-8365  
Internet address: Calaveras.k12.ca.us

### **Available Services:**

Counseling  
Vocational Assessment

### **Fire Technology**

**Site/s:** Bret Harte High School  
P.O. Box 208, Altaville, CA 95221  
364 Murphys Grade Rd  
(209) 736-8365  
Fax: (209) 736-8383

#### ***Average time to complete program***

Open-entry, open-exit  
Received upon completion  
Target Students

#### ***180 hours***

Yes  
Certificate  
High School, Adults

#### ***Training prepares students for following entry level occupations:***

Firefighter, EMT Paramedic

---

### **Medical**

**Site/s:** Calaveras High School  
350 High School Rd  
P.O. Box 607, San Andreas, CA 95249  
(209) 754-1811  
Fax: (209) 754-0276

#### ***Average time to complete program***

Open-entry, open-exit  
Received upon completion  
Target Students

#### ***540 hours***

Yes  
Certificate  
High School, Adults

#### ***Training prepares students for following entry level occupations:***

Certified Nursing Aide license, home health care worker

---

### **Office Communications**

**Site/s:** Bret Harte High School  
P.O. Box 208, Altaville, CA 95221  
364 Murphys Grade Rd  
(209) 736-8365  
Fax: (209) 736-8383

#### ***Average time to complete program***

Open-entry, open-exit  
Received upon completion  
Target Students

#### ***180 hours***

Yes  
Certificate  
High School, Adults

#### ***Training prepares students for following entry level occupations:***

Computer word processor, computer applications, clerk-typist, computer operator, secretary

# ***Local Training Providers*** *(continued)*

---

## **Calaveras County ROP** *(continued)*

### **Word Processing**

**Site/s:** Calaveras High School  
350 High School Rd  
P.O. Box 607, San Andreas, CA 95249  
(209) 754-1811  
Fax (209) 754-0276

***Average time to complete program***

Open-entry, open-exit

Received upon completion

Target Students

***180 hours***

Yes

Certificate

High School (minimum 16 yrs of age)

***Training prepares students for following entry level occupations:***

Computer word processor, computer applications, clerk-typist, computer operator, secretary

---

## **Columbia College**

11600 Columbia College Drive, Sonora, CA 95370  
(209) 588-5100  
Fax: (209) 588-5104  
Internet: [yosemite.cc.ca.us/columbia](http://yosemite.cc.ca.us/columbia)

***Available Services:***

*Cooperative Work Experience*

*Counseling*

*English as a Second Language*

*Financial Aid*

*Job Placement*

*Re-Entry Student Services*

*Tutorial Program*

*Veterans Services*

*Vocational Assessment*

*Work-Study Program*

### **Business Administration, Accounting**

***Total Required Units***

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

***43***

4 semesters

No

Certificate

Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

***Training prepares students for following entry level occupations:***

Accounting clerk, payroll, accounts receivable/accounts payable clerk, computer accounting information systems clerk, bookkeeper, junior accountant



# **Local Training Providers** *(continued)*

---

## **Columbia College** *(continued)*

### **Business Administration, Retailing**

<b>Total Required Units</b>	<b>37</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Retail management trainee

---

### **Child Development**

<b>Total Required Units</b>	<b>29</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Teaching in private pre-schools. (With an Associate in Science Degree in this field, they may also teach in public-funded preschools, Headstart programs, family day care centers, and may eventually administer private or public pre-school programs.)

---

### **Fire Technology**

<b>Total Required Units</b>	<b>18</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Firefighter, ambulance attendant, safety officer, fire prevention officer

---

### **Hospitality Management, Bartender**

<b>Total Required Units</b>	<b>3</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

#### ***Training prepares students for following entry level occupations:***

Bartender

# ***Local Training Providers*** *(continued)*

---

## **Columbia College** *(continued)*

### **Hospitality Management, Dining Room Staff**

<b>Total Required Units</b>	<b>3.5</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

***Training prepares students for following entry level occupations:***  
Waiter/waitress, hostess

---

### **Hospitality Management, Hotel Management**

<b>Total Required Units</b>	<b>18</b>
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

***Training prepares students for following entry level occupations:***  
Hotel manager trainee, hotel manager

---

### **Office Technology, Administrative Assistant**

<b>Total Required Units</b>	<b>37</b>
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

***Training prepares students for following entry level occupations:***  
Clerk I, II; secretary I; administrative assistant; receptionist

---

### **Office Technology, General Office Clerk**

<b>Total Required Units</b>	<b>40</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

***Training prepares students for following entry level occupations:***  
Clerk, receptionist

# ***Local Training Providers*** *(continued)*

---

## **Columbia College** *(continued)*

### **Office Technology, Information Processing**

<b><i>Total Required Units</i></b>	<b>39</b>
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Clerk with computer experience; word processor

---

### **Associate Child Development Teacher**

<b><i>Total Required Units</i></b>	<b>12</b>
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Teacher aide in elementary school or public/private pre-school, entry level pre-school teacher, Headstart area supervisor

---

## **Columbia School of Culinary Arts**

P.O. Box 330 Columbia, CA 95310  
(209) 533-2417 Fax: (209) 533-2417  
E-mail: [columbia@mlode.com](mailto:columbia@mlode.com)

#### **Available Services:**

Job placement  
Counseling

### **Hotel Management Program**

<b><i>Average time to complete program</i></b>	<b>12 weeks</b>
Open-entry, open-exit	No
Received upon completion	Diploma
Target Students	Adults

Students are also able to complete courses in order to obtain an Associate in Science Degree.

#### ***Training prepares students for following entry level occupations:***

Hotel management, travel agent

# ***Local Training Providers*** (continued)

---

## **Computer Career Training**

13919 Mono Way, Sonora, CA, 95370  
(209) 536-1702  
Fax: (209) 532-0632      E-mail: [cct@mlode.com](mailto:cct@mlode.com)

### **Available Services:**

On site training as requested

## **Computerized Secretarial**

### ***Average time to complete program***

***5 months***

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

### ***Training prepares students for following entry level occupations:***

Medical secretary, medical front office receptionist, management trainee, medical transcriptionist, medical billing clerk, general medical office positions.

---

## **Computerized Clerical**

### ***Average time to complete program***

***5 months***

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

### ***Training prepares students for following entry level occupations:***

Bookkeeping clerk, billing clerk, computer operator, general office clerk.

---

## **Mariposa Adult School**

### **Mariposa County Unified School District**

P.O. Box 8,5081 Highway 140, Mariposa, CA 95338,  
(209) 966-3691

Site/s: Mariposa Adult School

4802 Highway 140

P.O. Box 5001, Mariposa, CA 95338

(209) 742-0290      Fax (209) 742-0292

### **Available Services:**

Counseling

## **Firefighter Training**

Fire Investigation

Wildland Firefighter Survival

First Responder

Incident Safety Officer Driver Operator

Wildland Company Officer

Fire Management

### ***Average time to complete program***

***2 to 3 days (each class)***

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

### ***Training prepares students for following entry level occupations:***

Firefighter trainee

# ***Local Training Providers*** *(continued)*

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## **Mariposa County Regional Occupational Program**

### **Mariposa County Unified School District**

P.O. Box 8, 5081 Highway 140, Mariposa, CA 95338

(209) 966-3691

Fax: (209) 742-0264

E-mail: rcarlson@yosemite.net

Site/s: Mariposa High School

5074 Old Highway North

P.O. Box 127, Mariposa, CA 95338

(209) 742-0260

### **Available Services:**

Vocational Assessment

Distance Learning

### **Ag Welding**

*Average time to complete program*

Open-entry, open-exit

Received upon completion

Target Students

**210 hours (3 terms)**

Yes

Certificate

High School

*Training prepares students for following entry level occupations:*

Welder

---

## **Careers with Children**

*Average time to complete program*

Open-entry, open-exit

Received upon completion

Target Students

**210 hours (3 terms)**

Yes

Certificate

High School

*Training prepares students for following entry level occupations:*

Child care aide, child care worker

---

## **Certified Nursing Assistant/Home Health Aide**

*Average time to complete program*

Open-entry, open-exit

Received upon completion

Target Students

**310 hours (4 semesters)**

Yes

Certificate

Adults

*Training prepares students for following entry level occupations:*

CNA (Certified Nursing Assistant), home health aide

---

## **Fire Science**

*Average time to complete program*

Open-entry, open-exit

Received upon completion

Target Students

**210 hours (3 terms)**

Yes

Certificate

High School

*Training prepares students for following entry level occupations:*

Firefighter

# ***Local Training Providers*** *(continued)*

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## **Mariposa County ROP** *(continued)*

### **Ornamental Horticulture**

*Average time to complete program*

**210 hours (3 terms)**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School

*Training prepares students for following entry level occupations:*

Landscaper, gardener

---

## **Mother Lode Job Training**

19890 Cedar Road North, Sonora, CA, 95370

(209) 533-8211

Fax: (209) 533-8958

### **Available Services:**

Career Development

Counseling

Job Placement

### **General Business Training**

*Average time to complete program*

**6 months**

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

*Training prepares students for following entry level occupations:*

General clerical, office occupations, basic computer skills for any industry

---

## **Mother Lode Truck Driving School**

P.O. Box 399, Jamestown, CA 95237

17887 Harvard Mine Road, Jamestown, CA 95327

(800) 941-7777

### **Available Services:**

Job placement

### **Tractor/Trailer Operation Program**

*Average time to complete program*

**6 weeks (200 hours)**

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

*Training prepares students for following entry level occupations:*

Professional truck driver

# ***Local Training Providers*** *(continued)*

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## **Personal Computer Training and Support**

P.O. Box 1043, Jackson, CA 95642  
North Star Court, Sutter Creek, CA 95685  
(209) 296-5109  
Fax: (209) 223-1588  
E-mail: pctss@cdepot.net

### **Available Services:**

None listed

### **Computer Basics**

#### ***Average time to complete program***

***4 weeks***

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Office and business occupations

---

### **Beginning Computer Applications**

#### ***Average time to complete program***

***6 weeks***

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Office and business occupations

---

### **Advanced Computer Applications**

#### ***Average time to complete program***

***6 weeks***

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Office and business occupations

# ***Local Training Providers*** *(continued)*

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## **RCI Systems** (Reliable Communications, Inc. Systems)

P.O. Box 816, 4868 Highway 4, Angels Camp, CA 95222  
(209) 736-0421  
Fax: (209) 736-0425  
Internet address: [www.rcisystems.com](http://www.rcisystems.com)

Sites: 4868 Highway 4, Angels Camp  
605 S Highway 49, Jackson  
14649 Mono Way, Sonora

### **Available Services:**

None listed

### **Computer Basics Program**

#### ***Average time to complete program***

***4 weeks***

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Data entry, receptionist

---

### **Word Processing Program**

#### ***Average time to complete program***

***8 weeks***

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Administrative assistant, administrative secretary, data entry clerk, general office clerk, receptionist, secretary

---

### **Spreadsheet Program**

#### ***Average time to complete program***

***8 weeks***

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Accounts payable clerk, accounts receivable clerk, payroll clerk, data entry clerk, receptionist, general office clerk, sales account representative

---

### **Computer Accounting Program**

#### ***Average time to complete program***

***8 weeks***

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

#### ***Training prepares students for following entry level occupations:***

Bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, billing clerk, sales account representative



# ***Local Training Providers*** (continued)

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## **Sonora Publications and Computer Center**

PO Box 184, 86 S. Green Street, Sonora, CA 95370

(209) 532-4181

E-mail: [Pooch@goldrush.com](mailto:Pooch@goldrush.com)

### **Available Services:**

None listed

### **Computer Basics**

*Average time to complete program*

**26 hours**

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

*Training prepares students for following entry level occupations:*

Computer operator, office occupations

---

## **Tuolumne County Regional Occupational Program**

### **Consortium member of:**

***Yosemite Regional Occupational Programs***

Stanislaus County Department of Education

801 County Center Three Court, Modesto, CA 95355

(209) 525-4900

### **Available Services:**

Counseling

Placement

Vocational Assessment

### **Building Construction**

**Site/s:** Sonora High School

430 N. Washington Street, Sonora, CA 95370

(209) 533-0423

Fax: (209) 536-9563

E-mail: [jwagoner@sonnet.com](mailto:jwagoner@sonnet.com)

Average time to complete program

2 semesters (360 hours)

Open-entry, open-exit

Yes

2 + 2 Agreement

No

Received upon completion

Certificate

Target Students

High School, Adults

*Training prepares students for following entry level occupations:*

Finish/rough carpenter, painter, sheet rocker, air conditioner, electrician, plumber, roofer, or framer

# ***Local Training Providers*** *(continued)*

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## **Tuolumne County ROP** *(continued)*

### **Business Applications of the Computer**

<b>Site/s:</b> Sonora High School 430 N. Washington Street, Sonora, CA 95370 (209) 533-0423 Fax: (209) 536-9563 E-mail: jwagoner@sonnet.com	Summerville High School 17555 Tuolumne Road, Tuolumne, CA 95379 (209) 928-4228 Fax: (209) 928-1422
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Average time to complete program	360 hours-Sonora, 2 semesters-Summerville
Open-entry, open-exit	Yes
2 + 2 Agreement	Yes
Received upon completion	Certificate
Target Students	High School, Adults

#### ***Training prepares students for following entry level occupations:***

General office positions, clerk/data typist, secretarial, data entry clerk, computer operator, digital computer operator, any occupation that uses a computer

---

### **Certified Nursing Assistant Program**

**Site/s:** Sonora High School  
430 N. Washington Street, Sonora, CA 95370  
(209) 533-0423  
Fax: (209) 536-9563  
E-mail: jwagoner@sonnet.com

Average time to complete program	2 semesters-H.S. Students, 1 semester, Adults
Open-entry, open-exit	No
2 + 2 Agreement	No
Received upon completion	License after passing certification test
Target Students	High School, Adults

#### ***Training prepares students for following entry level occupations:***

Certified Nurse Assistant (CNA), ward clerk, CNA in acute care and long-term care units, prepares student for State CNA examination

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### **Child Care Aide**

<b>Site/s:</b> Sonora High School 430 N. Washington Street, Sonora, CA 95370 (209) 533-0423 Fax: (209) 536-9563 E-mail: jwagoner@sonnet.com	Summerville High School 17555 Tuolumne Road, Tuolumne, CA 95379 (209) 928-4228 Fax: (209) 928-1422
---	---

Average time to complete program	360 hours-Sonora, 2 semesters-Summerville
Open-entry, open-exit	Yes
2 + 2 Agreement	Yes
Received upon completion	Certificate
Target Students	High School, Adults

#### ***Training prepares students for following entry level occupations:***

Child care facility worker, child care aide, baby-sitter, child care profession in college

# ***Local Training Providers*** *(continued)*

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## **Tuolumne County ROP** *(continued)*

### **Firefighter**

**Site/s:** Summerville High School  
17555 Tuolumne Road, Tuolumne, CA 95379  
(209) 928-4228  
Fax (209) 928-1422

Average time to complete program	2 semesters
Open-entry, open-exit	Yes
2 + 2 Agreement	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Forest service, entry into advanced firefighter programs

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### **Office Occupations**

<b>Site/s:</b> Sonora High School 430 N. Washington Street, Sonora, CA 95370 (209) 533-0423 Fax: (209) 536-9563 E-mail: jwagoner@sonnet.com	Summerville High School 17555 Tuolumne Road, Tuolumne, CA 95379 (209) 928-4228 Fax: (209) 928-1422
---	---

Average time to complete program	360 hours-Sonora, 2 semesters-Summerville
Open-entry, open-exit	Yes
2 + 2 Agreement	Yes
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Clerk-typist; receptionist; secretary; medical, legal, insurance or general office worker

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### **Teacher Aide Training**

<b>Site/s:</b> Sonora High School 430 N. Washington Street, Sonora, CA 95370 (209) 533-0423 Fax: (209) 536-9563 E-mail: jwagoner@sonnet.com	Summerville High School 17555 Tuolumne Road, Tuolumne, CA 95379 (209) 928-4228 Fax: (209) 928-1422
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Average time to complete program	360 hours-Sonora, 2 semesters-Summerville
Open-entry, open-exit	Yes
2 + 2 Agreement	(Yes at Sonora High School)
Received upon completion	Certificate
Target Students	High School, Adults

**Training prepares students for following entry level occupations:**  
Teacher's aide in school setting, aide in child care facility

# ***Local Training Providers*** *(continued)*

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## **Tuolumne County ROP** *(continued)*

### **Welding: Agriculture Welding and Equipment Construction**

<b>Site/s:</b> Sonora High School	Summerville High School
430 N. Washington Street, Sonora, CA 95370	17555 Tuolumne Road, Tuolumne, CA 95379
(209) 533-0423	(209) 928-4228
Fax: (209) 536-9563	Fax: (209) 928-1422
E-mail: jwagoner@sonnet.com	

Average time to complete program	360 hours-Sonora, 2 semesters-Summerville
Open-entry, open-exit	No
2 + 2 Agreement	(Yes at Sonora High School)
Received upon completion	Certificate
Target Students	High School, Adults

***Training prepares students for following entry level occupations:***  
Welder, welder trainee

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### **Welding: Agriculture Welding Certification**

**Site/s:** Sonora High School  
430 N. Washington Street, Sonora, CA 95370  
(209) 533-0423  
Fax: (209) 536-9563  
E-mail: jwagoner@sonnet.com

Average time to complete program	360 hours
Open-entry, open-exit	No
2 + 2 Agreement	Yes
Received upon completion	Certificate
Target Students	High School, Adults

***Training prepares students for following entry level occupations:***  
Metal fabrications, welding